



National Finance Center CAPPS Notification

IMPORTANT INFORMATION - 2021 Annual Pay Raise (#44043)

December 7, 2020

Reference Number: NFC-1606943432

Dear Customer:

NOTE: The contents of this notification and other Annual Pay Raise forms/resources can be viewed online at the [Annual Pay Raise Web site](#).

The National Finance Center (NFC) is currently awaiting an Executive Order signed by the President to move forward with Project 44043, 2021 Annual Pay Raise. However, we must begin preparation activities to ensure a successful implementation in Pay Period (PP) 01, 2021, if authorized.

The Web page links and attachment are as follows:

1. [2021 Annual Pay Raise Activities TIMELINE](#)
2. [2021 Annual Pay Raise Customer Procedures](#)
3. 2021 "Revised" Annual Pay Raise Agency Contacts List (see attachment)
4. [2021 Annual Pay Raise Agency Contact Information Form](#)

The following actions should be taken by the Agencies:

Review the 2021 Annual Pay Raise Activities TIMELINE for upcoming activities regarding the overall project. Please ensure that your team is aware of the following "critical" Agency deadlines, which are scheduled within the next 30 days:

Friday, December 11, 2020

- **AGENCY DEADLINE** for submitting Agency Test Participation (SSN File) forms to the Annual Pay Raise Mailbox.

- **AGENCY DEADLINE** for submitting Agency Security Access Requests via ServiceNow.
- **AGENCY DEADLINE** for submitting updates regarding the “revised” Agency Contacts List to the Annual Pay Raise Mailbox.

Tuesday, December 15, 2020

- NFC will conduct a follow-up conference call with Agencies (via Adobe Connect), to ensure that everyone is prepared for the upcoming pay raise processing activities for PP01-2021. The Client Management Branch will send out invitations via Adobe Connect.

Thursday, December 31, 2020

- **AGENCY DEADLINE** for submitting Annual Pay Raise requirements and Table Management System (TMGT) updates. Due to the impact of end-of-year holidays on this project, the processing dates identified in the 2021 Annual Pay Raise Activities TIMELINE must be followed to ensure that the January 2021 pay increase is processed as scheduled. There will be no extensions.
 - For TMGT updates that should be processed manually for Table 029 and Table 098, Agencies will be required to submit their manual requests to the TMGT Team via the new ServiceNow procedures for TMGT updates (see INQUIRY 20-05, Procedural Change in Requesting TMGT Updates, dated September 23, 2020: https://www.nfc.usda.gov/Publications/HR_Payroll/Research_Inquiry/Bulletins/2020/INQUIRY-20-05.htm). Please note that the ServiceNow procedures require Agencies to include a screen print of the manual table update requested. However, Agency Requirements/TMGT Tables forms relating to those manual updates should be submitted to the Annual Pay Raise Mailbox, and the ServiceNow ticket number should be entered on the form for tracking purposes.
 - For TMGT updates that should be processed via batch load, Agencies will be required to submit their Agency Requirements/TMGT Tables forms to the Annual Pay Raise Mailbox, **along with the associated table update requests.**

NOTE: Agency-specific requirements and table updates received after Thursday, December 31, 2020, may be processed retroactively in a later pay period, as a separate project based on an Interagency Agreement with your Agency. If the President signs the Executive Order late, the deadline will be adjusted accordingly.

Friday, January 1, 2021 - Monday, January 4, 2021

- NFC will process Agency Requirements/TMGT Tables forms and will load Office of Personnel Management (OPM) Tables/Agency-specific bulk files to the TMGT Production Database.
- NFC will apply TMGT Updates into *EmpowHR* **after** table entries are loaded into Production.

Tuesday, January 5, 2021

- **AGENCY DEADLINE** by 4:00 p.m. central time (CT) for submitting Agency Status Reports to the Annual Pay Raise Mailbox (with approval/findings for the verification of TMGT and *EmpowHR* table entries).
- NFC will run TEST PINE Pass 01 for PP01-2021 in IDMS61/DICT02 (evening run).

Wednesday, January 6, 2021

- **AGENCY DEADLINE** by 4:00 p.m. CT for submitting Agency Status Reports to the Annual Pay Raise Mailbox (with approval/findings for the verification of TEST PINE Pass 01 data).
- **AGENCY DEADLINE** to clean up PRODUCTION suspense to ensure pay adjustments for PP01-2021 will process correctly.
- NFC will run TEST PAYE Pass 01 for PP01-2021 in IDMS61/DICT02 (evening run).

Thursday, January 7, 2021

- **AGENCY DEADLINE** by 4:00 p.m. CT for submitting Agency Status Reports to the Annual Pay Raise Mailbox (with approval/findings for the verification of TEST PAYE Pass 01 data).

Friday, January 8, 2021

- NFC will release a Committee for Agriculture Payroll/Personnel System (CAPPS) Notice to remind Agencies of the execution of PRODUCTION PINE Pass 01 for PP01-2021, which is scheduled for the evening of Sunday, January 10, 2021.

Review the 2021 Annual Pay Raise Customer Procedures for complete guidance regarding the overall project. Please be reminded that Agency Requirements/TMGT Tables forms are only required for those pay plans with “special” requirements that your Agency wants processed by NFC. As stated on pages 3 and 4 of the customer procedures, Agency Requirements/TMGT Tables forms are not required for those pay plans listed under Federal Pay Increases Not Processed or for those pay plans listed

under Federal Pay Increases Processed Automatically. NFC will perform those actions by default.

Review the “revised” 2021 Annual Pay Raise Agency Contacts List to verify that the Agency Contacts identified are valid. NFC has received verification from those Agencies marked with a “Y.”

- If changes are required, please complete the 2021 Annual Pay Raise Agency Contact Information Form and submit your changes to the Annual Pay Raise Mailbox.
- If no changes are required, please send an email to the Annual Pay Raise Mailbox stating that no changes are required for your agency.

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox at Annual.PayRaise@usda.gov.

Thank You,

2021 Annual Pay Raise Team