2024 Annual Pay Raise Kickoff Package

November 13, 2023
Reference Number: NFC- 1699554696

Dear Customer,

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

The 2024 Annual Pay Raise is quickly approaching, and it is time to start our coordinated efforts. The National Finance Center (NFC) has **not** received official notification from the Office of Personnel Management (OPM) regarding a January 2024 pay increase for Federal employees, but we must be prepared to begin work on short notice.

The 2024 Annual Pay Raise Project has been assigned NFC Project Number 73145 for tracking purposes. Attached is the project information regarding this year's pay raise process. Please complete all forms and return by the stated deadlines on the 2024 Annual Pay Raise Activities TIMELINE.

Due to the impact of the end-of-year holidays on this project, the processing dates identified on the 2024 Annual Pay Raise Activities TIMELINE must be followed to ensure that the January 2024 pay increase is processed as scheduled. The **"FINAL DEADLINE"** for Agencies to submit Annual Pay Raise requirements and Table Management System (TMGT) updates is **Friday, January 5, 2024 (by noon CST)**. There will be no extensions, so please ensure that your Agency-approved point(s) of contact (POCs) are aware of this date and plan submissions accordingly.

- For **Agency-specific** TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98, Agencies are required to submit updates to the TMGT Team via the ServiceNow procedures for TMGT updates through Agency-authorized personnel only.

- ServiceNow request tickets must be submitted as a Request and not an Incident to the Payroll Processing Branch (PaPB)/Quality Control Section for processing. Screen prints are required with each update to ensure accuracy.
- Agency Requirements/TMGT Tables Forms relating to manual TMGT table updates MUST be submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, with the ServiceNow ticket number entered on the form for tracking purposes.

- For TMGT table 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, Annual.PayRaise@usda.gov, along with the associated table update requests.

The (13) links and (1) attachment are as follows:

1) 2024 Annual Pay Raise Activities TIMELINE
2) 2024 Annual Pay Raise Customer Procedures
3) 2024 Annual Pay Raise Agency Status Report
4) 2024 Annual Pay Raise Agency Contacts List *(see attachment)*
5) 2024 Annual Pay Raise Agency Contact Information Form
6) 2024 Annual Pay Raise Test Participation (SSN File) Form
7) 2024 Annual Pay Raise Agency Requirements/TMGT Tables Form
8) INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow
9) File Layout - TMGT Table 029, PAY TABLE RATES (for Pay Raise)
10) File Layout - TMGT Table 029, PAY TABLE RATES (for Wage Grades-Hourly Rates ONLY)
11) File Layout - TMGT Table 098, SALARY RANGES (Pay Bands) (for Pay Raise)
12) INSTRUCTIONS for Completing the Three File Layouts Provided by NFC
13) "2023" Annual Pay Raise Bulletin (for reference only)
14) "2023" Frequently Asked Questions (FAQs) (for reference only)

NFC will conduct a "kickoff" meeting with Agencies on Thursday, November 16, 2023. This meeting is to ensure that Agencies are aware of the annual pay raise effort and the required processing activities for PP01/2024. The Client Management Branch (CMB) will send out invitations via Microsoft Teams.

A training session for ONLY Agency-approved POCs will be held on Wednesday, December 6, 2023. This meeting is to discuss completing the revised Agency Requirements/TMGT Tables Form. CMB will send out invitations via Microsoft Teams.

If you are no longer the contact for this annual project, please have your Agency submit the 2024 Annual Pay Raise Agency Contact Information Form to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, with the new POC's information.

If you have any questions/comments regarding this notification or need to submit any pay raise forms, please send an email to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov.

Thank You,
2024 Annual Pay Raise Team