

Revised ServiceNow Instructions - 2024 Annual Pay Raise (#73145)

December 30, 2023

Reference Number: NFC-1703886112

Dear Customer,

Based on updates to the National Finance Center's ServiceNow product which provides an alternate view to our customers, we have incorporated revised instructions for submission of TMGT changes to TMGT Operations Staff. See updated documents for Pay Raise, [INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow](#) and [2024 Annual Pay Raise Customer Procedures](#).

Please be reminded of the following:

- 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 for Pay Period 01, 2024.
- **The “final deadline” for Agencies to submit Annual Pay Raise requirements and Table Management System (TMGT) updates is Friday, January 5, 2024 (by 12:00pm CST).** There will be no extensions, so please ensure that your Agency-approved point(s) of contact are aware of this date and plan submissions accordingly.

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

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

Thank You,
2024 Annual Pay Raise Team