

IMPORTANT REMINDER (Upcoming PRODUCTION Run) - 2024 Annual Pay Raise Project 73145

January 19, 2024

Reference Number: NFC-1705431546

Dear Customer,

This notice is to remind all customers of the following information:

- The National Finance Center (NFC) will execute the production PINE Pass 01 job for Pay Period 01, 2024, the evening of **Sunday, January 21, 2024**.
- Agency verification is currently scheduled for **Monday, January 22, 2024**, through noon (12:00 p.m.) central standard time (CST) on **Wednesday, January 24, 2024**.
- NFC will release an official notification regarding Agency verification timeframes for the Payroll Personnel System (PPS) on **Monday, January 22, 2024**.
- NFC will release an official notification regarding Agency verification timeframes for EmpowHR on **Tuesday, January 23, 2024**.
- The 2024 Annual Pay Raise Activities TIMELINE should be reviewed to ensure that all Agencies are aware that (1) no production Personnel Input and Edit System (PINE) passes will be executed on **Monday, January 22, 2024, and Tuesday, January 23, 2024**; and (2) Agency verification for PPS and EmpowHR will continue through noon (12:00 p.m.) CST on **Wednesday, January 24, 2024**.
 - Please note that a separate notification will be sent to EmpowHR customers upon completion of EmpowHR imports. Barring any unforeseen processing issues, we expect to have the EmpowHR application up and running for Agency verification on Tuesday, January 23, 2024.
- NFC will execute the production PINE Pass 02 job the evening of **Wednesday, January 24, 2024**.

- Please be reminded that the results for any actions entered between Monday, January 22, 2024, and Wednesday, January 24, 2024, cannot be viewed until **Thursday, January 25, 2024.**

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

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,
2024 Annual Pay Raise Team