

## IMPORTANT INFORMATION - 2025 Annual Pay Raise (#76401)

December 3, 2024

Reference Number: NFC-1732306584

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 National Finance Center (NFC) is currently awaiting an Executive Order signed by the President to move forward with Project 76401, 2025 Annual Pay Raise. However, we must begin preparation activities to ensure a successful implementation in Pay Period (PP) 01, 2025, if authorized.

The web page links and attachment are as follows for Agencies to review:

- [2025 Annual Pay Raise Activities TIMELINE](#)
- [2025 Annual Pay Raise Customer Procedures](#)
- [2025 Annual Pay Raise Agency Requirements/TMGT Tables Form](#)
- 2025 Annual Pay Raise Agency Contacts List (*See Attachment*)
- [2025 Agency Pay Raise Contact Information Form](#)

Agencies should review the [2025 Annual Pay Raise Activities TIMELINE](#) for upcoming activities regarding the overall project. Please note that the TIMELINE was revised today due to an NFC event scheduled for next week. Therefore, the Agency Training Session 1 was re-scheduled from Tuesday, December 10, 2024, to Tuesday, December 17, 2024.

Please ensure that your team is aware of the following “critical” Agency deadlines through PP 01, 2025:

### **Friday, December 13, 2024**

- **Agency deadline** for submitting updates regarding the Agency Contacts List to the Annual Pay Raise Mailbox.
- **Agency deadline** for submitting Agency Test Participation (SSN File) forms to the Annual Pay Raise Mailbox, using the password provided by NFC.
- **Agency deadline** for submitting Agency Security Access Requests via the ServiceNow portal.

### **Friday, January 3, 2025 (by 12:00 p.m. CST)**

- **Agency deadline** for submitting Annual Pay Raise requirements and Table Management (TMGT) updates. Due to this project's impact on the end-of-year holidays, the processing dates identified on the 2025 Annual Pay Raise Activities TIMELINE must be followed to ensure that the January 2025 pay increase is processed as scheduled. There will be no extensions.
  - 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/Quality Control Section for processing and screen prints are required with each update to ensure accuracy.
    - Agency Requirements/TMGT Tables Forms relating to the manual TMGT table updates **MUST** be submitted to the Annual Pay Raise Mailbox, 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, along with the associated table update requests.

***NOTE: Agency-specific requirements and table updates received after 12:00 p.m. central standard time on Friday, January 3, 2025, 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.***

**Thursday, January 16, 2025**

- **Agency deadline** for submitting Agency Status Reports (with approval/findings for the verification of TMGT and *EmpowHR* table entries) to the Annual Pay Raise Mailbox.

**Friday, January 17, 2025**

- **Agency deadline** for submitting Agency Status Reports (with approval/findings for the verification of TEST PINE Pass 01 data and TEST PAYE Pass 01 data) to the Annual Pay Raise Mailbox.
- **Agency deadline** for cleaning up PRODUCTION suspense to ensure pay adjustments for 2025 will process correctly.

**Wednesday, January 22, 2025**

- **Agency deadline** for submitting Agency Status Reports (with approval/findings for the verification of PRODUCTION PINE Pass 01 data) to the Annual Pay Raise Mailbox.

Agencies should review the [2025 Annual Pay Raise Customer Procedures](#) for complete guidance regarding the overall project. Please be reminded that the [2025 Annual Pay Raise Agency Requirements/TMGT Tables Form](#) is only required for those pay plans with “special” requirements that your Agency wants processed by NFC. As stated on page 7 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.

Agencies should review the current 2025 Annual Pay Raise Agency Contacts List (see attachment) 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 [2025 Agency Pay Raise 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](mailto:Annual.PayRaise@usda.gov).

Thank You,  
2025 Annual Pay Raise Team