

## Table Management (TMGT) and EmpowHR Table Verification - 2025 Annual Pay Raise Project 76401

January 15, 2025

Reference Number: NFC-1736779031

Dear Customer,

The National Finance Center (NFC) is preparing for the generation of personnel actions for the 2025 Annual Pay Raise Project. NFC has finished updating all related pay tables, and Agencies that submitted table updates can begin verifying TMGT entries on **Thursday, January 16, 2025**, from 8:00 a.m., central standard time (CST) to 4:00 p.m. CST.

The three web page links are as follows:

1. [2025 Annual Pay Raise Activities TIMELINE](#)
2. [2025 Annual Pay Raise Customer Procedures](#)
3. [2025 Annual Pay Raise Agency Status Report](#)

The following actions should be taken by Agencies who submitted their requirements and table updates by the January 3, 2025, deadline:

- Review Agency-submitted TMGT entries for accuracy. As stated in the 2025 Annual Pay Raise Customer Procedures, a one-day turnaround will be allowed for Agency approvals.
- Submit Agency approvals to the Annual Pay Raise Mailbox, with subject: TMGT Verification for DEPT/AGCY, using the 2025 Annual Pay Raise Agency Status Report. If corrections are required, Agencies must identify the details on the Agency Status Report. Please include supporting documentation and screenshots to ensure that all issues will be properly addressed.

- **REMINDER** - Table updates for TMGT Table 030 and Table 055 are not entered by NFC until *AFTER* the Bi-weekly Examination Analysis and Reporting System (BEAR) process completes on Saturday, January 18, 2025. Verification of test data can be completed at that time for Agencies that routinely provide updates for these tables.
- Review the 2025 Annual Pay Raise Activities TIMELINE that NFC is following to implement the January 2025 pay increase.

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](mailto:Annual.Payraise@usda.gov).

Thank You,  
2025 Annual Pay Raise Team