

TESTING UPDATE (TEST PINE and TEST PAYE Verification) - 2025 Annual Pay Raise Project 76401

January 16, 2025

Reference Number: NFC-1736779284

Dear Customer,

The National Finance Center (NFC) has created the Nature of Action 894 (Pay Adjustment) personnel action for the 2025 Annual Pay Raise Project. The documents were brought into a test Personnel Input and Edit System (PINE) Pass 01 job for Pay Period (PP) 01, 2025, and were applied to the IDMS61-DICT02 database. Please be reminded that those documents will not appear under any of the Agency's normal user identifications on suspense reports. **Test PINE Pass 01 data can be verified by Agencies on Friday, January 17, 2025, from 8:00 a.m., central standard time (CST) to 4:00 p.m. CST.**

Also, NFC will execute the test Payroll Processing System (PAYE) Pass 01 job today for PP 01, 2025, in IDMS61-DICT02. **Test PAYE Pass 01 data can be verified by Agencies on Friday, January 17, 2025, from 8:00 a.m. CST to 4:00 p.m. CST.**

Two reference web page links are as follows:

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

The following actions should be taken by the Agencies:

- Review the test PINE Pass 01 data and the test PAYE Pass 01 data for accuracy. Please be reminded that a one-day turnaround will be allowed for Agency approvals.

- Verify Agency-specific actions loaded into the Entry, Processing, Inquiry, and Correction System (EPIC) by following the steps below:
 1. Go to <https://train.nfc.usda.gov/epic>.
 2. Select Parallel.
 3. Select EPIC Parallel 1.

- Verify Social Security numbers submitted for testing by following the steps below:
 1. Log into Mainframe with your user ID and password.
 2. At the Main Menu, select F9.
 3. Type "S IDMS61" at the cursor, then select enter.
 4. Type "CLIST DICT02" at the cursor, then select enter.
 5. Type the application required at the cursor, then select enter.

REMINDER - NFC does not support incoming Front-End System Interface (FESI) transactions in the pay raise test environment. No FESI transactions will be loaded for pay raise testing.

- **Run Agency-specific reports, verify data, and correct any existing suspense records.** This is a critical task for all Agencies to ensure that pay adjustments for employees are processed in a timely manner.
 - Failure to correct personnel actions which fall into suspense, for any reason, will prevent the employee from receiving their PP 01, 2025 pay adjustment.
 - If an Agency deletes an NFC-generated pay raise personnel action from suspense, the Agency will have to manually generate a replacement action.

- Submit approvals to the Annual Pay Raise Mailbox, with Subject: TEST PINE and/or TEST PAYE Verification for DEPT/AGCY, using the 2025 Annual Pay Raise Agency Status Report.
 - The Agency Status Report is used to provide NFC with positive and negative feedback following completion of your test verification. If corrections are required, Agencies must identify the details on the Agency Status Report.

REMINDER - Please include a detailed description of the issues, along with screen prints, error messages, examples, or the name of at least one employee

(do not include PII data). Any other supporting documentation should be attached to the Agency Status Report.

- Review the 2025 Annual Pay Raise Activities Timeline that NFC is following to implement the January 2025 pay increase. **Please be reminded that Friday, January 17, 2025, is the final date for Agencies to clean up PRODUCTION suspense to ensure pay adjustments for 2025 will process correctly.**

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,
2025 Annual Pay Raise Team