

IMPORTANT REMINDER (Upcoming PRODUCTION Run) - 2025 Annual Pay Raise Project 76401

January 17, 2025

Reference Number: NFC-1736779392

Dear Customer,

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

- The National Finance Center (NFC) will execute the production Personnel Input and Edit System (PINE) Pass 01 job for Pay Period 01, 2025, the evening of **Sunday, January 19, 2025**.
- Agency verification is currently scheduled for **Monday, January 20, 2025**, through 12:00 p.m., central standard time (CST) on **Wednesday, January 22, 2025**.
- NFC will release an official notification regarding Agency verification timeframes for the Payroll Personnel System (PPS) on **Monday, January 20, 2025**.
- NFC will release an official notification regarding Agency verification timeframes for EmpowHR on **Tuesday, January 21, 2025**.
 - Please note that EmpowHR customers will be notified upon completion of EmpowHR imports. Barring any unforeseen processing issues, we expect to have the EmpowHR application up and running for Agency verification as scheduled.
- Agencies should review the [2025 Annual Pay Raise Activities TIMELINE](#) to ensure awareness of the following:

- No production PINE passes will be executed on **Monday, January 20, 2025, or Tuesday, January 21, 2025**; and
- Agency verification for PPS and EmpowHR will continue through 12:00 p.m. CST on **Wednesday, January 22, 2025**.
- NFC will execute the production PINE Pass 02 job the evening of **Wednesday, January 22, 2025**.
- Agencies should be reminded that the results for any actions entered between **Monday, January 20, 2025, and Wednesday, January 22, 2025**, cannot be viewed until **Thursday, January 23, 2025**.

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