

Production Verification (EMPOWHR ONLY) - 2025 Annual Pay Raise Project 76401

January 20, 2025

Reference Number: NFC-1737417103

Dear Customer,

This notice is to inform **all EmpowHR customers** that the National Finance Center (NFC) has completed the production Personnel Input and Edit System (PINE) Pass 01 for Pay Period (PP) 01, 2025, and the EmpowHR imports. EmpowHR documents with PP01, 2025 effective dates will process on Wednesday evening with the second pass of PINE.

Two reference web page links are as follows:

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

Agency production verification can begin now for EmpowHR customers, and should be completed no later than 12:00 p.m., central standard time (CST) on Wednesday, January 22, 2025.

In addition, it is especially “critical” for Agencies to review error reports and correct the NFC auto-generated pay adjustment actions that are in suspense.

- Failure to correct actions that fall into suspense, for any reason, will prevent the employee from receiving their PP01, 2025 pay adjustment.
- If an Agency deletes an NFC auto-generated pay adjustment action from suspense, the Agency will have to manually generate a replacement action.

The 2025 Annual Pay Raise Agency Status Report should be used to provide NFC with positive and negative feedback following completion of your production verification.
Agency Status Reports should be returned to NFC no later than 12:00 p.m. CST on Wednesday, January 22, 2025.

Please be reminded that NFC will execute the production PINE Pass 02 job the evening of Wednesday, January 22, 2025.

Also, the **production Payroll Processing System (PAYE) Pass 01** job will be executed the evening of Thursday, January 30, 2025. The **production PAYE Pass 02** will be executed the evening of Friday, January 31, 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