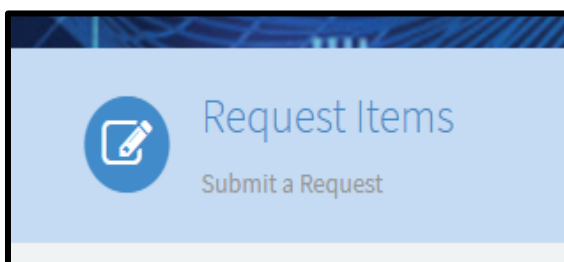


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**INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow**

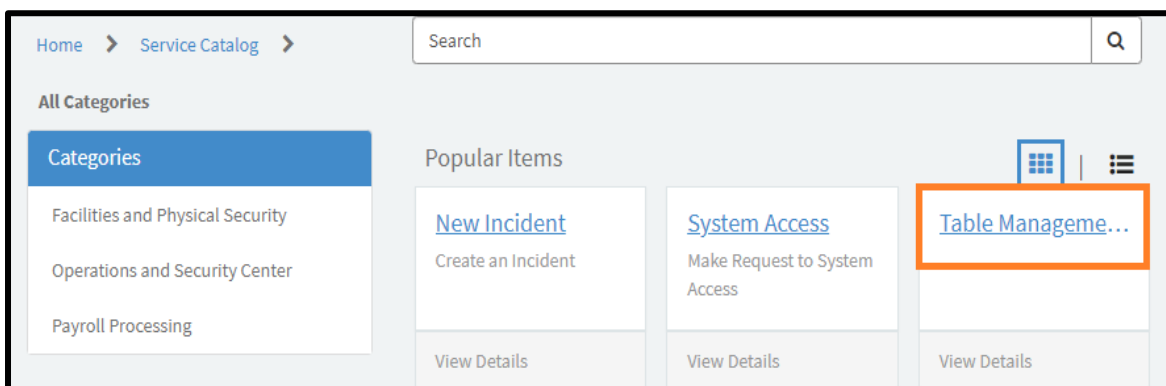
**All TMGT update requests should be submitted via ServiceNow (for non-batch updates with less than 50 entries).**

The submissions to ServiceNow for TMGT updates should adhere to the following requirements:

- Requests should only be submitted to NFC by authorized Agency representatives whose names appear on TMGT Table 063, Department/Agency/Bureau/POI, Contact Type 03. Requests from a non-authorized representative will not be processed.



- Select “Table Management” under Categories.



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**INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow**

- Complete fields on Request.
- Select TMGT Table to be updated.
- Provide instructions to TMGT personnel.
- Attach WOD document.

Home > Service Catalog > Payroll Processing > Table Management Process

Search

### Table Management Process

About the Submitter

Name

Title

Organization

Agency

Email Address

Phone Number

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**INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow**


Pick the table to be updated ?

If the table you are looking for is not listed, please click the link to be directed to the TMGT Knowledge Base ✖  
[TMGT Knowledge Base](#)

029 PAY TABLE RATES ✖ ▼

\*Additional Information

(Instructions to TMGT personnel)

 Add attachments

- TMGT update requests must be legible and contain all data necessary for a successful table update.
- NFC requires a screen print attachment, via a **WORD** document, of the relevant table with the applicable data filled in for each table entry to ensure accuracy.
- Please include the beginning effective date (do not submit a PDF document).
- Please indicate if the requested update action is to “Add” or “Modify”.
- Do not password-protect attachments.
- TMGT update requests must include the applicable Department/Agency name and Agency code, along with the Personnel Office Identifier (POI) and the authorized sender's name, email address and number.
- Requests for updates to TMGT 029 in ServiceNow must not exceed 49 changes, or the request will not be processed. Requests of 50 or more changes should be submitted to [annual.payraise@usda.gov](mailto:annual.payraise@usda.gov) following the instructions and format prescribed in the pay raise Customer Procedures.
- Do not submit duplicate requests to ServiceNow and to [annual.payraise@usda.gov](mailto:annual.payraise@usda.gov).

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**INSTRUCTIONS for Submitting TMGT Table Updates via ServiceNow**

**Examples of Blank Screen Prints for Tables 029 and 098**

*Table 029 Blank Screen*

<b>Table 029</b>			
TM029IO	TABLE MANAGEMENT INQUIRY TABLE 029		07/12/22
	PAY TABLE RATES	PAGE: 000000	
ENTER PARTIAL OR COMPLETE KEY:		USER-ID:	
		DATE-CHANGED:	
*OPM-PAY-TABLE-NUMBER:	*PAY-PLAN:	*GRADE: 00	
BEG-EFF-DATE:		LAST-EFF-DATE:	
TABLE ANNUAL AND HOURLY RATE BY STEPS			
STEP	ANNUAL	HRLY	STEP ANNUAL HRLY
01	02	03	04
05	06	07	08
09	10	11	12
13	14	15	16
17	18	19	20

*Table 098 Blank Screen*

<b>Table 098</b>			
TM098IO	TABLE MANAGEMENT INQUIRY TABLE 098		07/12/22
	SALARY RANGES		PAGE: 000000
ENTER PARTIAL OR COMPLETE KEY:		USER-ID:	
		DATE-CHANGED:	
*OPM-PAY-TABLE-NUMBER:	*PAY-PLAN:	*GRADE:	
BEG-EFF-DATE:		LAST-EFF-DATE:	
SALARY RANGES ANNUAL AND HOURLY RATE BY RANGES/STEPS			
STEP	ANNUAL	HRLY	STEP ANNUAL HRLY
-----LOW RANGE-----			
01	02	03	04
05	06	07	08
09	10		
-----HIGH RANGE-----			
01	02	03	04
05	06	07	08
09	10		