2026 Annual Pay Raise (#79580) - Agency Requirements/TMGT Tables Form

Date Received: **Time:**   **NFC Control Number:**

Date Processed:

FOR NFC USE ONLY

<u>**GENERAL INSTRUCTIONS:** The "FINAL DEADLINE" for Agencies to submit Annual Pay Raise requirements and TMGT updates is Monday, January 5, 2026 (by 4:00 p.m. CST).</u>

- <u>There will be no extensions</u>, so please ensure that your Agency-approved point(s) of contact (POCs) are aware of this date and plan submissions accordingly.
- This form must be used to identify all Agency-specific requirements/specifications for Annual Pay Raise.
- This form must be used to provide all batch updates for Agency-specific TMGT table updates for Annual Pay Raise.
- Agency-specific requirements/specifications and batch updates for Agency-specific TMGT table updates should be included on one form <u>per pay plan</u>.
- All forms should be completed and submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, with SUBJECT: Project [Number] - Agency Requirements and TMGT Tables Form for DEPT/AGCY for Pay Plan XX.
- Forms received <u>after</u> the deadline may not be included and will be processed retroactively, as a separate project based on an Interagency Agreement with the Agency.
- Please follow form instructions carefully for each section. Failure to do so may result in a delay or inaccurate results.

For requirements that include Agency-specific TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98, Agencies are required to submit updates via the ServiceNow procedures for TMGT updates through Agency-authorized personnel only. ServiceNow Request Tickets must be submitted as a Request, and not an Incident, to the PaPB/ QCS group for processing, and screen prints are required with each update to ensure accuracy.

Enter the ServiceNow Request Ticket Number(s) below for tracking purposes, then **GO TO GENERAL INFORMATION.**

For requirements that include Agency-specific TMGT table updates that should be processed via batch load, **GO TO GENERAL INFORMATION.**

GENERAL INFORMATION

Please include the NFC Control Number in the SUBJECT line of your email when submitting a form revision.

Is this a revision to a previous submission?

     Yes   No

If the answer is no, **GO TO SECTION A**.

If the answer is yes, enter the NFC Control Number below for the form it replaces, select the type of revision, and explain in detail what revisions are being included.

Enter NFC Control Number:

     <u>Revised</u> **Requirements (Explain revisions below)**

     <u>Revised</u> **TMGT Table Updates (Explain revisions below)**

For <u>revised</u> Agency-specific TMGT table updates that should be processed manually for Tables 16, 29, 52, and 98, Agencies are required to submit updates via the ServiceNow procedures for TMGT updates through Agency authorized personnel only. ServiceNow Request Tickets must be submitted as a Request, and not an Incident, to the PaPB/QCS group for processing, and screen prints are required with each update to ensure accuracy.

Enter the ServiceNow Request Ticket Number(s) below for tracking purposes.

For <u>revised</u> Agency-specific TMGT table updates that should be processed via batch load, Agencies must re-send a complete file of all data to be loaded, including any on the previous spreadsheet that may have been correct. The revised batch spreadsheet must contain the word 'revision' in the file name.

<u>SECTION A</u>: Agency Contact Information (Only one Pay Plan is allowed in this section)

INSTRUCTIONS FOR SECTION A, Agency Contact Information: Agencies should enter POC information and should identify the Pay Plan relating to the requirements being submitted.

> NOTE: A separate form is required for each Pay Plan.

Date Submitted:

Department Code: **Agency Code:**   **Pay Plan:**

Approved Point of Contact (POC) Information

POC Name: **POC Email:**   **POC Phone:**

<u>SECTION B</u>: Agency Processing

INSTRUCTIONS FOR SECTION B, Agency Processing: Agencies should select the appropriate option below and go to the applicable section noted.

OPTION 1 - Agency requests system-generated pay adjustment actions. **GO TO SECTION C.**

OPTION 2 - Agency requests TMGT updates only. NFC will NOT generate pay raise personnel actions. If manual updates, submit via ServiceNow. **If batch load updates, GO TO SECTION I.**

OPTION 3 - Agency requests to BYPASS pay plans or DO NOT generate actions for pay plans. **GO TO SECTION J.**

OPTION 4 - Agency requests to submit other information (i.e., pay cap data, Horse Allowance data, etc). **GO TO SECTION J.**

SECTION C: System-Generated Pay Adjustment Personnel Actions

INSTRUCTIONS FOR SECTION C, System-Generated Pay Adjustment Personnel Actions: Agencies should review the sample data to determine whether the standard Pay Adjustment Actions for processing should be done, then go to the appropriate section to complete the non-standard options.

See sample of standard Pay Adjustment Actions below.

DATE FIELD	VALUE	ALPHA DESCRIPTION
EFF-DATE	mm/dd/yyyy	First day of Pay Period 01
AUTH-DATE	mm/dd/yyyy	Date President signs Executive Order
NOA CODE	894	GEN ADJ
AUTH CODE 1	QWM	REG 531.207
AUTH CODE 2	ZLM	E O xxxxx
REMARK CODE	778	FEDERAL PAY INCREASE DUE TO E. O. xxxxx SIGNED mm/dd/yy

Agency request system-generated pay adjustment actions with standard data. **If batch load updates, GO TO SECTION I.**

Agency request system-generated pay adjustment actions with *non-standard data*. **GO TO SECTION D.**

SECTION D: Non-standard Options for Selection

INSTRUCTIONS FOR SECTION D, Non-standard Options for Selection: Agencies should check all appropriate non-standard options required, which will determine the sections below to be completed:

SECTIONS E through H

Agency request non-standard Effective date. **GO TO SECTION E.**

Agency request non-standard Authentication date. **GO TO SECTION F.**

Agency request non-standard Authority Code and Authority Alpha. **GO TO SECTION G.**

Agency request non-standard Remark Code(s). **GO TO SECTION H.**

SECTION E: Non-standard Effective Date

INSTRUCTIONS FOR SECTION E, Non-standard Effective Date: Agencies should enter the non-standard effective date.

Effective Date (mm/dd/yyyy)

SECTION F: Non-standard Authentication Date

INSTRUCTIONS FOR SECTION F, Non-standard Authentication Date: Agencies should enter the non-standard authentication date.

Effective Date (mm/dd/yyyy)

SECTION G: Non-standard Authority Code and Authority Alpha

INSTRUCTIONS FOR SECTION G, Non-standard Authority Code and Authority Alpha: Agencies should enter the non-standard authority code and authority alpha, then go to the appropriate section.

Agency request No Authority Code and/or No Authority Alpha. **GO TO SECTION H, if necessary.**

Agency request a non-standard Authority Code and Authority Alpha. **CONTINUE BELOW:**

1st Legal Authority code   **1st Legal Authority Alpha (Max 20 characters)**

2nd Legal Authority code   **2nd Legal Authority Alpha (Max 20 characters)**

SECTION H: Non-standard Remark Codes

INSTRUCTIONS FOR SECTION H, Non-standard Remark Codes: Agencies should identify non-standard remark codes, if any, and should provide the associated special processing instructions.

Agency request no remark codes. Do not use remark 778 or any other remark. **STOP HERE.**

Additional remark code(s) to be **used with** standard remark 778 (SF50 Block 45 will display FEDERAL PAY INCREASE DUE TO E.O.#### SIGNED MM/ DD/YY]). **CONTINUE BELOW:**

Agency requests different remark code(s) **instead of** standard remark code 778. **CONTINUE BELOW:** *(However, if Agency unique updates, submit via ServiceNow.)*

Remark Code (enter code)	Remarks Alpha (enter actual description)	Update Table 52 Remarks Alpha Use **NO** if no change. Use **YES** if updated.

SECTION I: TMGT Table Updates (For batch load processing only; enter data on file layout provided by NFC)

INSTRUCTIONS FOR SECTION I, TMGT Table Updates: Agencies should only enter data for batch load processing for the agency-specific tables, and should only use the table file layout provided by NFC.

Table 29 - Pay Table Rates for Batch Requests

For all batch requests (with 50 or more entries), provide each update as a separate attachment in the Microsoft Excel file layout provided by NFC, save as a Microsoft Excel File (.xls) and list the file names below. **However, if less than 50 entries, submit via ServiceNow.**

Excel File Name:

Table 98 - Salary Ranges (Pay Bands)

For all salary ranges- pay bands (with 50 or more entries), provide each update as a separate attachment in the Microsoft Excel file layout provided by NFC, save as a Microsoft Excel File (.xls) and list the file names below. **However, if less than 50 entries, submit via ServiceNow.**

Other tables for Batch Load.

Excel File Name:

Excel File Name:

Excel File Name:

SECTION J: Special Requirements NOT Covered Above (including Table 030 and Table 055)

INSTRUCTIONS FOR SECTION J: Any Agency additional information, including Table 030 and Table 055 updates, MUST be included in this section (e.g., special agency memos and agency letters with pertinent details and requirements relating to the annual pay raise, and other required information not addressed on this form). If you need to provide additional information, please attach that additional information to your submission email and then provide the name of the attachment in the box below.

Include contact name and phone number in the event additional clarification is required. Also, include the NFC Control Number, if known.

Table 30 - Payroll Constants

NOTE: Only those agencies with agency specific fields on Table 030 should provide information below. Please do not submit these Table 030 requirements via ServiceNow.

Table 30 Field Name	Data Value

Table 55 - Minimum and Maximum Salaries

NOTE: Only those agencies with agency specific fields on Table 055 should provide information below. Please do not submit these Table 055 requirements via ServiceNow.

Table 55 Field Name	Data Value

SECTION K: NFC Review Comments (FOR NFC USE ONLY)

INSTRUCTIONS FOR SECTION K, NFC Review Comments (FOR NFC USE ONLY): This section is for NFC updates and internal comments.