



National Finance Center Customer Notification

Reminder - Pay Period 07 Processing

April 19, 2019

Reference Number: NFC-1555600474

Dear Customers:

The National Finance (NFC) is preparing to implement the 2019 Retroactive Federal Pay Increases for all Federal employees. In order to ensure the pay increases correctly apply back to January 6, 2019 (PP01), the NFC payroll programs will require extended run times to process all previous pay periods (PP) from PP01 through PP07. As such, NFC would like to make our Customer Agencies aware that we have adjusted the payroll processing schedule for PP 07, 2019, as follows:

1. The 1st pass of PAYE will run as normal on Thursday, April 18, 2019. However, we will begin running Pass 1 at 2:00 p.m. Central Standard Time (CST), to allow sufficient time for the payroll jobs to complete successfully.
2. Because of the additional time that will be required to run the Pay Increases in the 1st pass of PAYE, we will need to delay running the 2nd pass of PAYE until Saturday, April 20, 2019, instead of on the normal Friday schedule.

Below is the amended pay schedule for your reference:

Passes	Normal Schedule	New Schedule
PP07, Pass 1 of PAYE	Thursday, April 18, 2019	NFC will begin running Pass One at 2:00 pm CST
PP07, Pass 2 of PAYE	Friday, April 19, 2019	Saturday, April 20, 2019

How will this change affect your Agency and your employees?

Customer Agencies should be aware that this change in the processing of PAYE will delay net salary payments to employees' bank accounts.

- Employees paid in the 1st pass of PAYE should see their net salary payments deposited to their bank accounts no later than **Monday, April 22, 2019**, rather than on Saturday.
- Employees paid in the 2nd pass of PAYE should see their net salary payments deposited to their bank accounts no later than **Tuesday, April 23, 2019**, rather than on Monday.
- Also, during this critical processing time, NFC is not in a position to allow Agencies to submit Time and Attendance Puller requests.

We are asking all NFC Customer Agencies to determine what – if any – impact the above modification to the PAYE schedule will have on their history corrections, and provide your employees with information to minimize questions or concerns they may have regarding when their salary payments will post to their bank accounts.

Customer Agencies should suspend processing all personnel actions on Friday, April 19, 2019, except for those actions affecting de facto employees.

NFC will keep you informed of our progress throughout the Pay Increase process to assist with any questions you might have. We appreciate and value the partnership we have with each one of our Customer Agencies. Together we are a success!

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized Agency representatives with questions concerning this notification should contact NFC's Contact Center at either 1-855-632-4468; or via ServiceNow Customer Service Portal (CSP).