



## National Finance Center Customer Notification

# Pay Period 25, 2020 Accelerated PAYE Processing Schedule

December 17, 2020

Reference Number: NFC-1608052236

The processing schedule for Pay Period 25, 2020, is being changed to expedite salary payments to our customers during this holiday season.

The National Finance Center's (NFC's) PP25 Payroll Processing System (PAYE) schedule will change as follows:

- The First Pass of PAYE will execute on Wednesday, December 23, 2020.
- The Second Pass of PAYE will execute on Friday, December 25, 2020.

It is requested that department/agencies submit Time and Attendance (T&As) early so most employees will be paid on the first PAYE pass. In order to successfully accomplish this change, we are requesting that agencies ensure all T&As are transmitted to NFC as early as Friday, December 18, 2020, but no later than the close of business on Monday, December 21, 2020.

Monday is the official pay date for Electronic Fund Transfers. An earlier "pending" or "memo posting" to employee bank accounts may occur depending on when the employee's financial institution retrieves and processes their transactions during the weekend before Christmas. All employees are encouraged to verify payment posting through their financial institutions.

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or submit a request in the ServiceNow Customer Service Portal using the following links:

- Federated ServiceNow users: <https://nfcerp.servicenowservices.com/>
- Non-Federated ServiceNow users: [https://nfcerp.servicenowservices.com/sp\\_ess/](https://nfcerp.servicenowservices.com/sp_ess/)