



## National Finance Center Customer Notification

# Christmas Day Holiday Schedule

December 16, 2021

Reference Number: NFC-1638811715

Dear Customer:

In observance of the Christmas Day holiday, the National Finance Center (NFC) including the NFC Contact Center will be closed on Friday, December 24, 2021. All NFC applications will remain available during the holiday and payroll/personnel processing will continue as normally scheduled.

Due to the holiday on Friday, December 24, 2021, Pay Period 25/2021, PAYE first pass for all databases will execute on **Wednesday, December 22, 2021**. The second pass of PAYE for all databases will execute on **Thursday, December 23, 2021**. Time and Attendance reports can be transmitted as early as **Friday, December 17, 2021**, but should be submitted no later than close of business on **Monday, December 20, 2021**.

As always, the NFC Operations and Security Center will be available 24 hours per day, 7 days per week at 1-800-767-9641 or via email to [osc.etix@usda.gov](mailto:osc.etix@usda.gov).

Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

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