

**Project No. 73145, 2024 Annual Pay Raise**  
**FILE INSTRUCTIONS for Completing the Three File Layouts**  
**Provided by NFC**  
**November 13, 2023**

Below are the instructions for completing the three file layouts provided by NFC (to be used by Agencies for submission of table updates, with 50 or more entries, for loading to the Table Management System (TMGT)). Please ensure that each file is saved as a Microsoft Excel file (.xls).

**1. File Layout – TMGT Table 029, PAY TABLE RATES (for Pay Raise)**

**TMGT Table 029 \_ Pay Table Rates \_ Data Requirement for Batch Processing**

Column	Description	All Required(Length)	Details
Column A	TMGT Tbl	Required (03)	Only acceptable value is 029
Column B	Pay Area	Required (03 - 04)	You must replace PTBL with the appropriate pay table code. Minimum Length of 3 Maximum Length of 4. Most Pay Areas are a length of 4 however there are a few exceptions. For example Pay Area 4LA for Pay Plan ZA.
Column C	Pay Plan	Required (02)	You must replace PP with the appropriate pay plan. Length of 2
Column D	Pay Grade	Required (02)	You must replace GR with the appropriate grade level; 2 digit number with leading zero for grades 01 – 09.
Column E	Beg Eff Date (YYMMDD)	Required (06)	Length of 6, format YYMMDD
Column F - Y	Annual Salary step 1 thru 20	Required (08)	Length of 8 digits – DO NOT enter special characters like decimals, commas, or dollar signs.  Examples : Salary \$35,666.00 would be <i>entered</i> as 35666. The leading zero will be automatically filled. Final result 035566.00.  NOTE: If you copy and paste data into this table from another source, you must ensure that the formatting is kept with leading zero (if salary is less than \$100000) and .00 as per the example.

1. A spreadsheet with pre-filled data will be supplied containing 50 rows or more not counting the headers.
2. Enter all required data. If a step is not used, DO NOT make an entry in the pre-populated field.
3. DO NOT delete any columns. The steps must go up to 20.
4. If multiple Pay Table Codes per pay plan require updates, enter all in the same spreadsheet.
5. DO NOT insert blank lines if multiple Pay Table Codes per pay plan are included.
6. DO NOT modify the format of the cells in any manner.

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**2. File Layout – TMGT Table 029, PAY TABLE RATES (for Agency Wage Grades - HOURLY RATES ONLY)**

**TMGT Table 029 \_ Pay Table Rates \_ Data Requirement for Batch Processing (WAGE GRADES – HOURLY RATES ONLY)**

Column	Description	All Required(Length)	Details
Column A	TMGT Tbl	Required (03)	Only acceptable value is 029
Column B	Pay Area	Required (03 - 04)	Minimum Length of 3 Maximum Length of 4. Most Pay Areas are a length of 4 however there are a few exceptions. For example Pay Area 4LA for Pay Plan ZA.
Column C	Pay Plan	Required (02)	Length of 2
Column D	Pay Grade	Required (02)	2 digit number
Column E	Beg Eff Date (YYMMDD)	Required (06)	Length of 6, format YYMMDD
Column F - Y	<b>HOURLY RATE</b> step 1 thru 20	Required (04)	<p><b>UPDATES</b>            Length of 4 digits – DO NOT enter the following special characters: commas, or dollar signs.            DO NOT enter with leading zeros.</p> <p>Examples :            Hourly Rate \$18.45 would be <i>entered</i> as 18.45. The final result is 18.45.</p> <p>Hourly Rates that exceed the amount of \$99.99 are done manually.</p>

1. A spreadsheet with pre-filled data will be supplied containing 50 rows or more not counting the headers.
2. Enter all required data. If a step is not used, populate with zeroes (0000).
3. DO NOT delete any columns.
4. If multiple Pay Area/Plan changes are required, enter all in the same spreadsheet.
5. DO NOT insert blank lines if multiple Pay Area/Plans are included.
6. DO NOT modify the format of the cells in any manner.

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**3. File Layout – TMGT Table 098, SALARY RANGES (Pay Bands) (for Pay Raise)**

**TMGT Table 098 \_ Salary Range \_ Data Requirement for Batch Processing**

Column	Description	All Required(Length)	Details
Column A	TMGT Tbl	Required (03)	Only acceptable value is 098
Column B	Pay Area	Required (03 - 04)	Minimum Length of 3 Maximum Length of 4. Most Pay Areas are a length of 4 however there are a few exceptions. For example Pay Area 4LA for Pay Plan ZA.
Column C	Pay Plan	Required (02)	Length of 2
Column D	Pay Grade	Required (02)	2 digit number
Column E	Beg Eff Date (YYMMDD)	Required (06)	Length of 6, format YYMMDD
Column F - O	Low Range Salary Step 1 - 10	Required (08)	Length of 8 digits  Example : Salary \$35,666.00 would be entered as 3566600. The leading zero will be automatically filled. Final result 03556600.
Column P - Y	High Range Salary Step 1 - 10	Required (08)	Length of 8 digits – DO NOT enter special characters like decimals, commas, or dollar signs.  Examples : Salary \$35,666.00 would be <i>entered</i> as 35666. The leading zero will be automatically filled. Final result 035566.00.  NOTE: If you copy and paste data into this table from another source, you must ensure that the formatting is kept with leading zero (if salary is less than \$100000) and .00 as per the example.

1. A spreadsheet with pre-filled data will be supplied containing 50 rows or more not counting the headers.
2. Enter all required data. If a step is not used, DO NOT make an entry in the pre-populated field.
3. DO NOT delete any columns.
4. If multiple Pay Area/Plan changes are required, enter all in the same spreadsheet.
5. DO NOT insert blank lines if multiple Pay Area/Plans are included.
6. DO NOT modify the format of the cells in any manner.