

## **2020 Process Improvements for Annual Pay Raise**

1. Converted the Agency Requirements/TMGT Tables Form from a Microsoft Word document to a fillable pdf file.
  - a. The form is more user-friendly and will allow for an easier review and processing by the Requirements Team and Development Staff. This new format prevents errors and therefore reduces processing time, and facilitates data entry by the customer and a complete understanding of the overall process.
2. Re-formatted the NFC file layouts for Table 029 and Table 098 excel spreadsheet submissions.
  - a. By removing the examples from the excel spreadsheets, this will keep agencies from including erroneous data in their files. This new format prevents errors in the spreadsheets that can delay processing and/or lead to incorrect payment amounts.