



National Finance Center  
CAPPS Notification

## PRODUCTION VERIFICATION (PPS ONLY) - 2021 Annual Pay Raise (#44043)

January 11, 2021

Reference Number: NFC-1610118720

Dear Customer:

This notice is to inform all Payroll/Personnel System (PPS) customers that the National Finance Center (NFC) has completed Production PINE Pass 01 for Pay Period (PP) 01, 2021. A separate notification will be sent to EmpowHR customers upon completion of EmpowHR imports. Barring any unforeseen processing issues, we expect to have the EmpowHR application up and running for Agency verification on Tuesday, January 12, 2021.

The two Web page links are as follows:

1. [2021 Annual Pay Raise Agency Status Report](#)
2. [2021 Annual Pay Raise Activities TIMELINE](#)

**Agency PRODUCTION VERIFICATION can begin now for PPS customers only, and should be completed no later than noon (i.e., 12:00 p.m. central time) on Wednesday, January 13, 2021.**

In addition, it is especially critical for Agencies to review error reports and correct the NFC auto-generated pay adjustment actions that are in suspense. Failure to correct actions that fall into suspense, for any reason, will prevent the employee from receiving his/her PP01/2021 pay adjustment. If an Agency deletes an NFC auto-generated pay adjustment action from suspense, the Agency will have to manually generate a replacement action.

The 2021 Annual Pay Raise Agency Status Report should be used to provide NFC with positive and negative feedback following completion of your production verification. **All Agency Status Reports should be returned to NFC no later than noon (i.e., 12:00 p.m. central time) on Wednesday, January 13, 2021.**

Please be reminded that NFC will execute the Production PINE Pass 02 job the evening of Wednesday, January 13, 2021.

Also, the **Production PAYE Pass 01** job will be executed the evening of Thursday, January 21, 2021. The TIMELINE was corrected today to reflect the execution of **Production PAYE Pass 02** on Friday, January 22, 2021, instead of Saturday, January 23, 2021. We will not delay Production PAYE Pass 02 for the 2021 annual pay raise effort.

The contents of this notification and other Annual Pay Raise resources can be viewed online at the [Annual Pay Raise Web site](#).

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise mailbox at [Annual.PayRaise@usda.gov](mailto:Annual.PayRaise@usda.gov).

Thank You,  
2021 Annual Pay Raise Team