



National Finance Center  
CAPPS Notification

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

January 12, 2021

Reference Number: NFC-1610119207

Dear Customer:

This notice is to inform all EmpowHR customers that the National Finance Center (NFC) has completed the Production PINE Pass 01 for Pay Period (PP) 01, 2021, and the EmpowHR imports. EmpowHR documents with PP01/2021 effective dates will process on Wednesday evening with the second pass of PINE.

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 EmpowHR customers, 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