



National Finance Center CAPPS Notification

IMPORTANT UPDATE for the 2021 Annual Pay Raise

December 28, 2020

Reference Number: NFC-1609168176

Dear Customer:

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

Since the President signed the Government Funding Bill into law on December 27, 2020, the National Finance Center will proceed with Project Number 44043, 2021 Annual Pay Raise, as scheduled. However, the Executive Order number is not available yet.

Due to the impact of the end-of-year holidays on this project, the processing dates identified on the [2021 Annual Pay Raise Activities TIMELINE](#), dated November 17, 2020, must be followed to ensure that the January 2021 pay increase is processed for Pay Period 01, 2021. **The “FINAL DEADLINE” for Agencies to submit Annual Pay Raise requirements and Table Management System (TMGT) updates is Thursday, December 31, 2020.** There will be no extensions, so please ensure that your Agency-approved point(s) of contact are aware of this date and plan submissions accordingly.

- For TMGT updates that should be processed manually for Table 029 and Table 098, Agencies will be required to submit their requests to the TMGT Team via the new ServiceNow procedures for TMGT updates (see INQUIRY 20-05, Procedural Change in Requesting TMGT Updates, dated September 23, 2020, https://www.nfc.usda.gov/Publications/HR_Payroll/Research_Inquiry/Bulletins/2020/INQUIRY-20-05.htm). Please note that the ServiceNow procedures require Agencies to include a screen print of the table update requested. However, the

[2021 Annual Pay Raise Agency Requirements/TMGT Tables Form](#) relating to those manual updates should be submitted to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, and the ServiceNow ticket number should be entered on the form for tracking purposes.

- For TMGT updates that should be processed via batch load, Agencies will be required to submit their [2021 Annual Pay Raise Agency Requirements/TMGT Tables Form](#) to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov, along with the associated table update requests.

When accessing the PDF file for the 2021 Annual Pay Raise Agency Requirements/TMGT Tables Form using the links above, Agencies will need to use the “Save as” option, instead of “Open,” to download the file and then select the file from the download location in order to open it.

If you have any questions/comments regarding this notification or need to submit any pay raise forms, please send an email to the Annual Pay Raise Mailbox, Annual.PayRaise@usda.gov.

Thank You,
2021 Annual Pay Raise Team