National Finance Center
CAPPS Notification

2019 Annual Pay Raise Kickoff

November 9, 2018

Dear Customer:

NOTE: The contents of this Kickoff notification and other Annual Pay Raise resources can be viewed online via the following link: https://nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/.

The 2019 Annual Pay Raise is quickly approaching, and it is time to start our coordinated efforts. The National Finance Center (NFC) has <u>not</u> received official notification from the Office of Personnel Management (OPM) regarding a January 2019 pay increase for Federal employees, but we must be prepared to begin work on short notice.

The 2019 Annual Pay Raise Project has been assigned NFC Project Number 35723 for tracking purposes. In an effort to improve our process this year, we have included a list of changes noted. Attached is the project information regarding this year's pay raise process, so please complete all forms and return by the stated deadlines on the 2019 Annual Pay Raise Activities TIMELINE. The (15) attachments are as follows:

1) 2019 Annual Pay Raise Activities TIMELINE
2) 2019 Annual Pay Raise Customer Procedures
3) 2019 Annual Pay Raise Agency Status Report
4) 2019 Annual Pay Raise Agency Contacts List
   NOTE: The "2019 Annual Pay Raise Agency Contacts List" is <u>not</u> available online. See the original customer notification to review the list.
5) 2019 Annual Pay Raise Agency Contact Information Form
6) 2019 Annual Pay Raise Agency Test Participation (SSN File) Form
7) 2019 Annual Pay Raise Agency Requirements/TMGT Tables Form
8) INSTRUCTIONS for Completing the 2019 Annual Pay Raise Agency Requirements/TMGT Tables Form
9) File Layout - TMGT Table 029, PAY TABLE RATES *(for Pay Raise)*
10) File Layout - TMGT Table 029, PAY TABLE RATES *(for Wage Grades-Hourly Rates ONLY)*
11) File Layout - TMGT Table 098, SALARY RANGES (Pay Bands) *(for Pay Raise)*
12) INSTRUCTIONS for Completing the Three File Layouts Provided by NFC
13) "2018" Annual Pay Raise Frequently Asked Questions *(for reference only)*
14) "2018" Annual Pay Raise Bulletin *(dated January 5, 2018-for reference only)*
15) Process Improvements for the 2019 Annual Pay Raise Project

The pay raise process has a very short turnaround and early attention to this matter is greatly appreciated. Only Agency requirements submitted by your Agency approved point(s) of contact (POC), using the Agency Requirements/TMGT Tables Form, will be accepted. Since requirements may differ by Pay Plan, separate Agency Requirements/TMGT Tables Forms will be required (i.e., only one Pay Plan per form is allowed). All unique requirements, specifications, and/or instructions must be clearly stated in Section G, Special Requirements, on the Agency Requirements/TMGT Tables Form to ensure that each item is properly addressed.

As a process improvement for 2019, the following changes will be implemented as it relates to the Agency Requirements/TMGT Tables Form. **See the 2019 Annual Pay Raise Customer Procedures for additional information.**

- Customers with "no" special pay raise requests for 2019, will not be required to submit Agency Requirements/TMGT Tables Forms for 2019. This process improvement is being implemented to eliminate the large volume of unnecessary forms being received from Agencies. Only an email from the Agency approved POC will be required.
- Customers with special requirements/letters/memos MUST include the information in Section G, Special Requirements, of the Agency Requirements/TMGT Tables Form to be processed. Supporting documentation will no longer be accepted as separate documents submitted along with the Agency Requirements/TMGT Tables Form. This process improvement is being implemented to avoid processing errors, such as incomplete forms and missing requirements.

Agency Requirements/TMGT Tables Forms will not be required for the Pay Plans identified in the "2018" Annual Pay Raise Bulletin as being automatically processed by NFC or automatically bypassed by NFC. NFC will perform these actions by default as stated in the bulletin. Any Agency Requirements/TMGT Tables Forms received listing Pay Plans that will be automatically processed by NFC or automatically bypassed by NFC will be rejected and returned to the submitter. **See the 2019 Annual Pay Raise Customer Procedures for additional information.**

It is very important that all Agencies who wish to participate, complete Section C, NFC Processing Action, on the Agency Requirements/TMGT Tables Form, which includes the following options:

- NFC to generate standard pay raise personnel actions
- NFC to generate pay raise personnel actions per Agency special requirements
- NFC to update TMGT Table only
- Agency to generate personnel actions – No action required by NFC

All TMGT updates relative to the January 2019 pay increase must be submitted for processing, regardless of whether NFC has to handle specific agencies/Pay Plans in a special manner. Only Agency requested pay table updates submitted using the Agency

Requirements/TMGT Tables Form will be accepted. Also, Section G, Special Requirements, on the Agency Requirements/TMGT Tables Form must be completed to ensure that NFC is aware of your table update requirements. Due to the short timeframe for pay raise processing, NFC does not have the available resources to reformat TMGT data for any Agency. Improperly formatted data will not be processed and will be returned to the requester. Please be reminded that GESD Payroll Operations will <u>not</u> accept any TMGT updates submitted directly to them relating to the 2019 Annual Pay Raise Project. **See the 2019 Annual Pay Raise Customer Procedures for additional information.**

Pay increase activities for wage grade employees under the Federal Wage System (FWS) will be accepted on the Agency Requirements/TMGT Tables Form. Please follow your normal Agency process to submit wage grade pay schedules to NFC for processing for Pay Period 01 (PP01)-2019. Wage grade pay schedules beginning with W*, H*, K*, and X* (handled internally) should be submitted directly to the Table Management Mailbox, **NFC.TMGT@nfc.usda.gov**, with specific verbiage in the Subject line, and a CC to the Annual Pay Raise Mailbox, **Annual.PayRaise@nfc.usda.gov**. This will allow the Pay Raise Requirements Team the opportunity to review all forms for Agency-specific wage grade requirements to be implemented in PP01-2019. **See SPECIAL INSTRUCTIONS- Federal Wage System Adjustments (Wage Grades) in the 2019 Annual Pay Raise Customer Procedures for additional information.**

If your Agency would like to participate in the testing phase of 2019 Annual Pay Raise, you will be required to use Business Service Management ServiceNow to request security access to the testing environment utilizing the AD 3100-P Form. To ensure access, Agency Security Officers will need to submit Agency Security Access Requests via ServiceNow, as is the standard NFC Access Management business process. Please utilize ServiceNow, Employee Self Service Request option, when submitting Agency Security Access Requests. **See the 2019 Annual Pay Raise Customer Procedures for additional information.**

NFC will conduct a "Kickoff" conference call with Agencies at 12:00pm-1:00pm CST / 1:00pm-2:00pm EST on <u>Wednesday, November 14, 2018</u>. If you are no longer the contact for this annual project, please have your Agency submit the 2019 Annual Pay Raise Agency Contact Information Form to the Annual Pay Raise Mailbox, **Annual.PayRaise@nfc.usda.gov**, with the new POC's information.

A follow-up conference call will be held with Agencies at 1:00pm-2:00pm CST / 2:00pm-3:00pm EST on <u>Wednesday, January 2, 2019</u>, to ensure that everyone is prepared for the upcoming pay raise processing activities for 2019.

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@nfc.usda.gov**.

Thank You,
2019 Annual Pay Raise Team
Attachments