



National Finance Center Customer Notification

2019 Retroactive Pay Raise

April 7, 2019

Reference Number: NFC-1554689608

The National Finance Center (NFC) will begin generating the 894 pay adjustment actions for the 2019 retroactive pay increase on Sunday, April 7, 2019, in production as part of the running of Personnel Input and Edit Subsystem (PINE) Pass 01 for Pay Period (PP) 07.

Because the pay raise is retroactive back to PP01, 2019, any employee with intervening personnel actions processed between PP01 thru PP06, 2019, will require a history correction to be processed in order for those actions to be reprocessed with the new pay tables.

Agencies will have to process these history corrections for each employee via the Entry Processing Inquiry and Correction System (EPIC). NFC recognizes that Agencies may require additional time to review and process these history corrections.

To assist Agencies that require additional time NFC is offering a "Point Forward" option as part of the pay raise process. This simply means NFC will withhold sending **all suspended** 894 actions effective dated January 6, 2019, (PP01) to EPIC and generate a new 894 action effective dated March 31, 2019, (PP07) on Tuesday, April 9th for PINE Pass 03. This process will provide employees the benefit of receiving their pay increase in PP07 forward. NFC will introduce the suspended 894 actions effective dated January 6, 2019, to EPIC on Monday, April 22, 2019 (PP08) in PINE Pass 01. Employees' retroactive salaries will not be paid until your Agency processes a history correction and it revalidates and applies to the Payroll Personnel System in a future pay period.

Additional details concerning this process will be discussed during the Pay Raise meeting scheduled on Monday, April 8, 2019, for 2:00 p.m. Central Standard Time (3:00 p.m. Eastern Time) for Non-USDA customers.

NFC Client Management Representatives will begin contacting customers Monday morning, April 8, 2019, to answer any questions you may have and to provide additional information regarding this process.

If your Agency would like to **opt into** "Point Forward" you should send an email to Client Management at Client.Management@nfc.usda.gov by 3:00 p.m. Central Stand Time (4:00 p.m. Eastern Time) Monday, April 8, 2019.

For those Agencies who choose **NOT to opt into** "Point Forward," NFC will introduce the suspended 894 actions to EPIC on Tuesday, April 9, 2019, for PINE Pass 03 to allow you to begin processing history corrections on Wednesday, April 10, 2019.

The Annual Pay Raise Timeline has been updated to capture the revised dates provided in this notice and can be viewed at:

https://www.nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/documents/timeline.pdf

We are looking forward to speaking with you on Monday.