



National Finance Center CAPPS Notification

2019 Guidance for Pay Adjustments

April 12, 2019

Reference Number: NFC-1555095556

Dear Customer:

As announced in the Customer Planning Meetings earlier this month, the National Finance Center (NFC) has developed the 2019 Guidance for Pay Adjustments Document (Version 1.0). It includes instructions for handling History Correction Update Processing System (HCUP) packages, correcting suspense errors, verifying actions, along with other helpful information. This is a living document that will be revised as needed in order to get us through this critical process. Please be reminded that NFC also established a temporary Command Center, with Subject Matter Experts, who are available to provide guidance as well. See the April 10, 2019, Customer Notification for the details

https://nfc.usda.gov/ClientServices/HR_Payroll/PayRaise/notifications/041019-CommandCenter.pdf.

NFC is continuing to process pay adjustments according to the attached [2019 Retroactive Pay Raise Activities TIMELINE](#) dated April 12, 2019. We have added SPECIAL NOTES under the following dates to reference information included in this customer notification:

- Monday, April 8, 2019 – Friday, May 17, 2019
- Wednesday, April 10, 2019 – Friday, May 17, 2019
- Monday, April 22, 2019

See the information below regarding wage grades:

- Agency-specific wage grades were released into PINE Pass 03 on Tuesday, April 9, 2019, with an effective date of October 1, 2018.

- The Department of Defense (DOD) issued the following Foreign Wage System (FWS) Overseas Schedules on Wednesday, April 10, 2019, with an effective date of January 6, 2019. NFC will release these DOD FWS wage grades into PINE Pass 01 on Monday, April 22, 2019 (PP08).

900R Foreign Areas (Appropriated Fund)

901R Guam

902R Midway Island

903R Virgin Islands

904R American Samoa

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

Thank You,

2019 Retroactive Pay Raise Team