Functional Requirements Document (FRD)

Project# 00116	Project Title: Modify EPP/ESS to provide entry of ERI, Gender, & Handicap Code	Date Prepared: 03/25/10

Scope:	This project will provide employees with the ability to add or change their Ethnicity and Race Identification (ERI) Code, and change their Gender and Handicap Code online thru EPP/ESS. EPP will be modified to add a new Employee Self-Service window to provide entry of the data. The data will be sent to the P/P database as a Master File Change Document (30-document) via a FESI file. This project will impact the Employee Personal Page (EPP)/Employee Self Service, EPICWEB, PINE/PEPL, and EmpowHR. TMGT Table 038 must be updated with new "D" Field Number Codes for Gender and Handicap Code. ERI is already established as D00077.

Assumptions:	Data entered and processed through the 30 documents will not be obtainable from PHIS until the processing of a personnel action. Employees must have access to EPP <u>and</u> ESS to enter this data. ERI reports can be obtained from FOCUS and from existing Reporting Center reports. Field Number Code D00077 is already established for ERI and is in use. TMGT Table 038, Document 30 Update Restriction Proof Listing, will be updated to add Gender and Handicap Code:

<u>Field Number</u>   <u>Description</u>
D00211   Gender
D00212   Handicap Code

Functional Requirements

To be completed by SRB project owner before being sent to the agency.

Payroll Systems Branch (PASB) Requirements

Not Applicable

Personnel Systems Branch (PESB) Requirements

Define the new Field Number Codes to the 30-document.

D00211 Gender
D00212 Handicap Code

D00077 ERI - Already established & in use

D00077, ERI, can not be all 0 (zeroes).

Gender Code = SEX-CODE X(01) Valid Values are "F" and "M".
Handicap Code = PHYSICAL-HANDICAP-CODE 9(02). Valid values are on TMGT Table 025, Block 012.

Administrative Applications Systems Branch (AASB) Requirements
Not Applicable
Web Applications Systems Branch (WASB) Requirements

EPP

-Modifications to EPP will be made using .Net technology.

-EPP database change to add ERI, Gender, and Handicap Codes.

-Create 2 new database tables, one for employee entered data and one for document status tracking

-Update the EPP Payroll/Personnel extract to capture employee current data on the P/P database.

-Modify mainframe programs to receive applied, future, & suspense data from P/P database & reformat to EPP format.

-Modify the Self-Service page to provide access to an entry page, and display the employee's ERI code, Gender Code, and Handicap Code currently on the database. If a valid ERI Code is not present, allow the entry of a code for the first time. Display the Gender and Handicap code currently on the database and allow for a change only.

-Create new web pages to display and capture new data.

-Update Knowledge Base with help information.

-Update EPP help to include these elements.

-Create scripts to upload 30-document data from EPP database to FESI format.

-Add OPM links for additional information.

Gender Code = SEX-CODE X(01) Valid values are "F" and "M".

Handicap Code = PHYSICAL-HANDICAP-CODE 9(02) Valid values are on TMGT Table 025, and will be defined on the 1133/SRD.

ERI = ERI-HISPANIC 9(01)
      ERI-NATIVE AMER 9(01)
      ERI-ASIAN 9(01)
      ERI-AFRICAN-AMER 9(01)
      ERI-HAWAIIAN-PAC-ISLAND 9(01)
      ERI-WHITE 9(01)

Do not allow ERI to be all zeroes. Each ethnicity selected by an employee should be sent as "1". Those not selected must be sent as "0" (zero). All 6 positions must be sent on the FESI file.

D00211 Gender
D00212 Handicap Code
D00077 ERI

EPIC

Make the following modifications to EPIC WEB only:

-Add Gender and Handicap Code to the field selection list on the Master File Change Document (30-document).

Gender Code = SEX-CODE X(01) Valid values are "F" and "M".

Handicap Code = PHYSICAL-HANDICAP-CODE 9(02) Valid values are on TMGT Table 025, Block 012.

D00211 Gender
D00212 Handicap Code
D00077 ERI (Already established & in use)

Human Resources Applications Staff (HRAS) Requirements

NOTE: EmpowHR has scheduled implementation for CY2011 Pay Period 10. The Bi-Weekly Sync process will update the current PAR row for the gender and handicap codes entered as 30 documents thru ESS and EPIC.

Add D00211 & D00212 as shown below as new D Field Numbers and corresponding edits to the 30-document.

D00211 Gender
D00212 Handicap Code

D00077 has already been established for ERI and is in use

Gender Code = SEX-CODE X(01) Valid Values are "F" and "M".

Handicap Code = PHYSICAL-HANDICAP-CODE 9(02). Valid values are on TMGT Table 025, Block 012.

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Signature of Project Owner
Cherie Landry, Chief SRB   /s/   Date:03/25/10