

Functional Requirements Document (FRD)

Project# 00143	Project Title: EmpowHR Position Classification Code Requirements	Date Prepared:
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Scope:	>>>>> Completed by SRB <<<<<
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Assumptions:	>>>>> Completed by SRB <<<<<
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Functional Requirements

To be completed by the responsible person (Project Owner or SRB representative) before being sent to the agency.

Payroll Systems Branch (PASB) Requirements

>>>>> "Not Applicable" <<<<<

Personnel Systems Branch (PESB) Requirements

>>>>> "Not Applicable" <<<<<

Administrative Applications Systems Branch (AASB) Requirements

>>>>> "Not Applicable" <<<<<

Web Applications Systems Branch (WASB) Requirements

>>>>> "Not Applicable" <<<<<

Human Resources Applications Staff (HRAS) Requirements

Position Classification Code

The Position Classification code defines the disposition of the Individual Position in PMSO and should set the disposition of the Position Information in EmpowHR. The following values define the valid position classification codes:

- 0 Leave former position vacant and active
- 1 Abolish former position
- 2 Inactivate former position

The entry of the position classification code sets the status of the position in PMSO after the employee is removed from the position. However, the position information in EmpowHR remains active unless the EmpowHR user manually inactivates or abolishes the position.

Requirements

- 1) Activate the position classification code "1" in EmpowHR. This value was inactivated a few years ago. This will allow EmpowHR users to abolish an employees previous position.
- 2) The position classification code value is populated by PPS on the PAR applied file that is imported in EmpowHR from PPS. This field will contain one of the valid position classification codes. The EmpowHR import programs will be modified to perform the following routines:
 - a. If the position classification code is equal to 0

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- i. Do nothing
- b. If the position classification code is equal to 1
 - i. Find the employees position from the prior PAR row.
 - ii. Insert a new Position row on the employees prior position
 - iii. Set the Position Reason Code to "ABO" (Position Abolished)
 - iv. Set the Effective Date to the Effective date of the current PAR that has applied for the employee
 - v. Save the Position row
- c. If the position classification code is equal to 2
 - i. Find the employees position from the prior PAR row.
 - ii. Insert a new Position row on the employees prior position
 - iii. Set the Position Reason Code to "INA" (Position Inactivated)
 - iv. Set the Effective Date to the Effective date of the current PAR that has applied for the employee
 - v. Save the Position row

Payroll/Personnel Systems Policy Staff (PPSPS) Requirements

>>>>> "Not Applicable" <<<<<

Signature of Project Owner:

Date:

Billy Dantagnan
Chief, Human Resources Applications Branch /s/

11/18/10