Functional Requirements Document (FRD)			
Project#	Project Title:	Date Prepared:	
10220 Version 5.0	MASS PAR PROCESSING	3-30-2011	

Scope:	Allow for automated input of PAR records comprised of a limited number of NOAs to a staging table via a customized PeopleSoft component interface. Utilize application classes to encapsulate online and batch logic of PAR records. Create application engine programs to process staging table data using these application classes and insert these documents into PAR. Create page to allow users to view data and any possible errors that occurred during PAR insertion of record. Create queries to assist users in reporting for this process.
Assumptions:	Roles/Permission List will be created to provide access to the component interface. Users will not be able to create PAR transactions for employees not in their current row security permission list. Users will not be able to update current PAR records or process records when a HCUP package is in process or when the current PAR row is NFC Auto, Data Load, Applied, Applied Worklist, NFC Ready, XMit Disabled, or Non-NFC.
Test:	>>>>> Completed by SRB <<<<<

Functional Requirements

(Completed by the NFC Project Owner 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

This project will deliver a component interface for EmpowHR PAR actions that will enable agencies the ability to enter mass amounts of PAR data into EmpowHR. This data will be inserted into PAR rows and marked 'NFC Ready' for transmission to Payroll/Personnel for edit. The component interface will mimic online processing, but provide faster processing of records. All online edits currently in EmpowHR will be preserved.

The data will flow similar to the recently implemented project 00339 – Award Mass Action Processing. In this model, a component interface was created to an staging table. Processes were run from the staging table to populated PAR rows in EmpowHR. Project specific requirements are as follows:

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1. The acceptable Nature of Action (NOA) codes that will be used for this component interfar mentioned in OPM's Guide to Processing Personnel Action in Chapter 4 section 6a & 6b a by our agencies. Table 1 lists the NOAs that this project will include.	ace will be limited to those nd those specifically requested			
NOA DESCRIPTION				
280 Placement in Pay Status				
430 Placement in Non-pay Status				
760 Ext of Appt NTE				
765 Ext of Term Appt NTE				
781 Chg in Work Schedule				
782 Chg in Hours				
790 Realignment				
800 Chg in Data Element				
892 Irregular Performance Pay				
CHG IN Non CPDF Data Element				
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760Data ControlAuthority (1)Authority (2)NTE DateNTE DateNTE DatePersonal DataFirst & Last NameMiddle NamePositionPOIPolCompensationPOIPay Rate DeterminantEmployment 1 / Appt DataFor SocialHours TotalImage: Social ConstructionFor Social ConstructionDays TotalImage: Social ConstructionFor Social ConstructionHours Balance	****	****	****	****
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			Days Balance	
			Commencing Date of Service	
	Benefit Data		Annual Leave Category	
			Earn Leave During Pay Period	
			Annual Leave 45-Day Indicator	
			Leave Ceiling Reason	
****	****	****	****	
765	Data Control	Authority (1)	Authority (2)	
		NTE Date		
	Personal Data	First & Last Name	Middle Name	
	Position	POI		
	Benefit Data		FEHB Eligibility	
			Annual Leave Category	
باد باد باد باد باد	ماه ماه ماه ماه	باد باد باز پان پان	Leave Ceiling Reason	
****	****	* * * * * / * \	****	
781	Data Control	Authority (1)	Authority (2)	
	Personal Data	First & Last Name		
	Position	PUI Work Schodula	Type Appointment	
	Componention	work Schedule	Standard Hours	
	Employment 1		Service Computation Dates:	
	Linpioyment 1		Leave Date	
	Employment 1/An	nt Data	Special Employment Program	
	Benefit Data		Annual Leave Category	
			FEHB Eligibility	
			Earn Leave During Pay Period	
			FEGLI Code	
****	****	****	****	
782	Data Control	Authority (1)	Authority (2)	
	Personal Data	First & Last Name	Middle Name	
	Position	POI		
		Standard Hours		
****	****	****	****	
790	Data Control	Authority (1)	Authority (2)	
	Personal Data	First & Last Name	Middle Name	
	JOD	Position	Previous Class Action	
	Desition	DOI	Previous Sub-Agency	
	Position	POI	Day Data Datarminant	
	compensation		Grade	
			Variable FT Reg Tour of Duty	
	Benefit		Leave Ceiling Reason	
	benefit		COLA/Post Differential	
			Quarters Deduction Code	
			Special Employee Code	
			Quarters Deduction Amount	
****	****	****	****	
800	Data Control	Authority (1)	Authority (2)	
	Personal Data	First & Last Name	Middle Name	
	Job		Position	
			Previous Class Action	

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	Position		POI
			Position Occupied
	Compensation		Pay Rate Determinant
			Grade
			Salary Share Code
			Coop Share Amount
	Benefit		Annuitant Indicator
****	****	****	****
892	Data Control	Authority (1)	Authority (2)
	Personal Data	First & Last Name	Middle Name
	Position	POI	
	Compensation	Pay Plan	Pay Rate Determinant
		Step	
		Base Pay	
	Employment 1		SCD WIGI Date
****	****	****	****
903	Data Control	Authority (1)	Authority (2)
	Personal Data	First & Last Name	Middle Name
	Position	POI	
	Employment 2		Salary Share Code
			Coop Share Amt

Table 2: NOA Required/Optional Fields

3. Each NOA has specific Action and Reason Codes in EmpowHR that must be paired so that the PAR row will save correctly. Table 3 has a listing of these correct Actions and Reasons.

NOA	ACTION	REASON
280	RFL (Return To Duty)	LPS (Placement in Pay Status)
430	LOA (Leave Without Pay)	SEA (Seasonal)
760	EXT (Extension of NTE Date)	APT (Extension of Appointment)
765	EXT (Extension of NTE Date)	EXT (Extension of NTE Date)
781	DTA (Data Change)	CWS (Change in Work Schedule)
782	DTA (Data Change)	CIH (Change in Hours)
790	POS (Position Change)	UPD (Position Data Update)
800	DTA (Data Change)	CDE (Change in Data Element)
892	PAY (Pay Rate Change)	SPG (Step Progression)
903	DTA (Data Change)	MFU (Master File Update)

Table 3: Action/Reason Combination per NOA

- 4. NFC will customize the PeopleSoft delivered exceltoci application in a manner similar to the Award Mass Action component interface.
 - a. By selecting the specific NOA and Emplid/SSN radio buttons on the "Connect Information" tab and pushing the "Generate Data Input" button, the required and optional fields will be automatically selected for input on the template tab.
 - b. These values will be reset by pushing the "Reset" button.
- 5. The customized exceltoci application will submit data via the component interface to the existing PAR staging table (PS_Z_IMP_TRANS_063).
- 6. Application classes will be created in EmpowHR that will contain PAR edits for these NOAs. These classes will be based on the existing online and batch edits.
- 7. A new process will be created to load data from the staging table to PAR using these new application classes.

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- 8. Analysis will be performed to determine the optimal times to run this new process.
- 9. Each row written to the staging table from the component interface will have the tag "CIIMP" in the PROCESSNAME field.

10. Data loaded to PAR will be marked "NFC Ready" and sent to NFC payroll/personnel during the daily export process.

- 11. This process will only be executed by select agency administrators. A unique role will be created to obtain access to the component interface.
- 12. Only additions will be allowed for PAR mass processing. New rows cannot be inserted unless the Current PAR row has a Transaction Status of "A" (NFC Auto), "L" (Data Load), "N" (Applied), "Q" (Appl Worklist), "R" (NFC Ready), "X" (XMit Disabled), or "Z" (Non-NFC). The process to load PAR from the staging table will run at a lower priority than the daily imports and exports. For instance, if the morning import is still processing, then logic will be built into Control-M to queue the process until completion of the import. Once the import is complete, then the process will be initiated. Further logic will suspend the process when the daily export jobs are initiated if the process is still running. This logic is to prevent any contention issues while the import/export are processing.
- 13. After the export, if a Mass Action fails to apply during the NFC PINE process, it will be treated as any other Not Applied action and work-listed the same way.
- 14. Edits will be used on the staging table and exceltoci spreadsheet so that only valid values will be allowed to be entered.
- 15. Users will not be allowed to correct historical rows or submit HCUP packages via the PAR mass processing component interface. For instance, if the HCUP Indicator is either a 'G' (Intervening) or 'Y' (Starting) and the associated PAR row has a Transfer Status field of "R" (Ready), "I" (In Process), "P" (Sent), or "Q" (Worklist Ready).
- 16. All tracking data will be stored on the Tracking Page.
- 17. Since some PAR errors are due to invalid EmpowHR historical rows or out of synch tables, a page will be built to allow for easy access by the user to the error rows. This page will be based on the "View Import Transactions" page used for SCR90511. This will allow for the reprocessing of a document from the staging table if there is an error. Appropriate row level security will be added to the page so that the user will only be able to see data in his current row level security permission list.
- 18. A query will be created to assist the users is reporting on any errors that occurred during step #17 above.
- 19. These new records will be included in the existing production process that removes applied rows from the staging table.
- 20. A permission list and role will be created to limit access to this functionality. The permission list and role will be named Z_PAR_MASSLOAD_CI.

Here are the delivered instructions for the add-ins on the exceltoci template worksheet. NFC will customize the spreadsheet to provide a user-friendly process to enter transactions.

Select Input Cell Selects an individual cell to be included in the data input Sheet. Cells that have been selected as input cells are highlighted in pink. Highlight the Cells to be selected and push the Select Input Cell button.

Restore Input Cells Restores the template to its original state and clears default values. The fields in the template will be highlighted in gray, indicating that nothing is included for submission.

Include for Submission Includes a single property to be included on the Staging and Submission sheet. Properties that use default values from the template must be included for submission. Cells that are included for submission generally are properties that contain default values or properties that you would like to see in the structure of the Staging and Submission sheet. Properties that are included for submission are highlighted in blue.

Deselect Input Cell Changes a cell that was previously selected as an input cell to a cell that is included for submission. The cell is no longer included on the data input sheet but appears as part of the structure on the Staging and Submission sheet.

Do Not Include for Submission Does not include the selected property for submission to the database. If a property is not included for submission, it will not appear in the structure that is submitted to the database on the Staging and Submission sheet. Properties that are not included for submission will only appear on the template worksheet and are not submitted to the database. Properties that are not included for submission are highlighted in gray.

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Once the template worksheet is complete, the user will select the data input worksheet and paste their input data into this tab.

For the remark codes, the user will need to supply the descriptions for each remark code. To aid the users, NFC has unloaded the production remark values and descriptions and supplied them as tabs in the custom excel spreadsheet (see Figure 1).

6		5.61) =	EmpowHR_AWD_Mass_Action_CI_v1-0.xls [Compatibility Mode]	- Microsoft Excel _ = ×
Ē	ы	ome Inse	rt Page	Lavout Formulas Data Review View Developer	🕐 _ 🗆 X
		A1		f Remark Code	×
		^	P	A Remark code	
- 4		A	Insortion	L C	
1	Rem	ark Code	Required?	Remark Line 1	Remark Line 2
2		007	N	UCFE SECURE REMARK REQUIRED	
3	01A		N	THIS ACTION IS BASED ON SUSTAINED SUPERIOR PERFORMANCE	
4	01C		N	UNDER P.L. 96-8, IS ENTITLED TO CONTINUE FEGLI AND HEALTH BENEFITS.	HAS REEMPLOYMENT RIGHTS IN OR
5	01P		N	PAYABLE SALARY LIMITED TO \$115,700 BY 5 U.S.C. 5304 (G)(1)	
6	02A		N	THIS ACTION IS BASED ON A SPECIAL ACT	
7	02C		N	VOLUNTARY SEPARATION WITHOUT A BREAK IN SERVICE FROM COMPETITIVE	SERVICE.
8	03A		N	THIS RATING OF RECORD IS OUTSTANDING	
9	03C		N	SUBJECT TO CONDITIONS AS SPECIFIED BY LAW, YOU ARE ENTITLED TO	MANDATORY RETENTION RIGHTS WHICH EXPIRE
10	04A		N	THIS RATING OF RECORD IS EXCELLENT	
11	04C		N	YOUR WAIVER OF INSURANCE BECAME EFFECTIVE THE	DAY PRIOR TO THE EFFECTIVE DATE SHOWN ABOVE.
12	05.4	050	N		
13	05A		N	THIS RATING OF RECORD IS FULLY SUCCESSFUL	THAT THAN ONE TO REACHED THERE IS NO AUTHORITY TO DAY FOR OFRY
14	050	060	N N	EMPLOYMENT TERMINATES WHEN THE LIMITATION (OR THE EARLIEST IF MORE	THAT THAN ONE) IS REACHED. THERE IS NO AUTHORITY TO PAY FOR SERVI
10	060	000	N	THE ILLISTICICATION FOR THIS SPECIAL ACT IS	
17	060		N	THE JUSTIFICATION FOR THIS SPECIAL ACT IS SAVED SALADY DATE EVDIDES	ADDRODDIATE DEDRONNEL ACTION
10	070		N	DECIDIENT OF AN EVECUTIVE OFFICE FOR UNITED STATES ATTORNEYS' DIRECTOR'S	APPROPRIATE PERSONNEL ACTION.
10	070		N	THE WAITING DEDIOD FOR VOLID NEXT STEP INCREASE IS WEEKS FROM	THE ABOVE EFFECTIVE DATE. THIS DEDIOD CAN BE CHANGED BY AN
20	084		N	ELIGIBILITY NEXT FULL APLIWILL BE IN APRIL	THE ABOVE ET ECTIVE DATE. THICT ENOD OAN DE CHANGED DT AN
21	080		N	APPROPRIATION	
22	09A		N	YOUR SALARY HAS BEEN ADJUSTED TO REFLECT A CHANGE IN SPECIAL RATE	AND/OR LOCALITY PAY.
23	09C		N	EMPLOYEE IS A PARTICIPANT IN AN ORGANIZED WORK STUDY PROGRAM.	
24		100	N	THIS CORRECTS BLOCK 30, RETIREMENT PLAN, FROM CODE () TO CODE ()	EFFECTIVE () AND ALL SUBSEQUENT ACTIONS
25		101	N	YOUR TOUR OF DUTY WILL BE FULL-TIME OR PART-TIME WHEN NEEDED. YOUR	SERVICES MAY NOT BE REQUIRED AT CERTAIN TIMES DUE TO LACK OF FUI
26		102	N	TENTATIVE SCD PENDING CERTIFICATION OF PRIOR FEDERAL SERVICE.	
27		103	N	YOU ARE NOT SUBJECT TO ANNUAL LEAVE CEILING WHILE SERVING IN THE	SENIOR EXECUTIVE SERVICE (SES).
28		104	N	YOUR ANNUAL LEAVE BALANCE OF ACCUMULATED WHILE IN THE SES BECOMES	YOUR CEILING FOR THE LEAVE YEAR. ANY ANNUAL LEAVE USED IN EXCES
29		105	N	ANNUAL AND SICK LEAVE BALANCES TO BE TRANSFERRED.	
30		106	N	ELIGIBLE TO EARN ANNUAL LEAVE SINCE APPOINTMENT NOW EXCEEDS 90 CALENDAR	DAYS. CREDIT FOR ANNUAL LEAVE IS RETROACTIVE TO DATE OF INITIAL
31	L	107	N	INELIGIBLE TO EARN ANNUAL LEAVE BECAUSE APPOINTMENT IS FOR LESS THAN 90	CALENDAR DAYS.
14	4 > >	Coversheet	Connec	t Information / Template / Data Input / Staging & Submission Remark Codes-Description	
Re	adv 🎴				

Figure 1: Remark Codes

The user will select the "Stage Data for Submission" button and the data will be placed into the format necessary for transmission to EmpowHR. Then, the user will select the "Submit Data" button on the Stage & Submission worksheet. The user will need to login to EmpowHR and provide the name of the component interface.

Once the records are processed, the Data Input worksheet will display the records that were processed correctly or the ones that had an error. This worksheet can be used by the agency for review.

Signature of SRB Chief:	Date:	
Signature of SRB Chief:	/s/ William (Billy) Dantagnan	Date: 06/28/2011