



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Functional Requirements Document (FRD)

Project#

00290

Project Title:

CFC Automation

Date Prepared:

February 28, 2012

Scope:

The scope of this document is limited to the requirements to implement the Combined Federal Campaign (CFC) automation of pledge deductions using Employee Personal Page/Employee Self-Service (EPP/ESS) only. The Northern Lights Campaign area, will serve as the pilot campaign as recommended by OPM. It services DHS employees in counties in Minnesota (27), Iowa (19), North Dakota (38), South Dakota (46) and Wisconsin (55). The pilot would start with The FY2013 Campaign. The pilot would include reports needed for Campaigns and Agencies.

Assumptions:

The PPS would continue to function as it does currently in terms of withholdings and disbursements.

TMGT Table 006 and Table 016 will be updated following standard NFC procedures for TMGT updates.

OPM will provide NFC updates to CFC account/routing numbers.

Employees would need to go to HR to cancel contributions. Under CFR 950.501 it states "(2) No change of amount will be authorized for term allotments. The only thing that could be done would be to cancel the allotment.

CFC 950.501 g) Discontinuance. Term of allotments will be discontinued automatically on expiration of the 1 year withholding period or on the death, retirement, or separation of the allotter from the Federal service, whichever is earlier. This follows the normal PPS process.

Table 6 contains the routing information for the Campaigns and uses the State & City Code as the key. Report PACS400405 will continue to be produced and sent as currently done today.

Test:

OPM requires Share Service Centers to test with Campaigns. NFC will be testing with Northern Lights Campaign.

Functional Requirements

(Completed by the NFC Project Owner before being sent to the agency.)

Payroll Systems Branch (PASB) Requirements

No System Changes

Functional Requirements Document (FRD)

Project#

00290

Project Title:

CFC Automation

Date Prepared:

February 28, 2012

Personnel Systems Branch (PESB) Requirements

Accept DOC 088 from EPP/ESS to run through normal Payroll/Personnel System process.

Administrative Applications Systems Branch (AASB) Requirements

Changes will need to be made to SECUREALL to allow the summary and campaign Reports to be accessed.

Web Applications Systems Branch (WASB) Requirements

1. Modify EPP/ESS to allow for entry of Standard OPM pledge card data (OPM Form 1654) and store the data for at least 3 years. Employee will only see one prior year charity name/annual dollar amount. Please allow only for entry of an annual amount.

CFC CFC Campaign Number City/State Code Auto Gen using employee's duty station

ATTENTION PAYROLL OFFICES: Only use this number to identify the local campaign.

Enter Last Name, First Name, and MI
Auto Gen from NPC database

Branch (Organization) Federal Agency and Office SSN/ Employee ID
Auto Gen from NPC DB

Work Address & Zip Code Work Phone Number

CONTRIBUTION: Fill in the blank showing the amount of your payroll statement, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT
MILITARY PAYROLL Branch of Service?	\$	X 12 months	\$
Civilian Payroll	\$	X 26 pay periods	\$

Check / Cash Amt: \$ Check Number: (make check payable to the Combined Federal Campaign)
Date of Contribution:

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

DESIGNATED GIFT: To designate to one or more charities or federated groups, fill in the charity code(s) and dollar amounts above. Undesignated gifts are distributed among all organizations in proportion to their pledges.

Charity Code	Annual Amount
	\$
	\$
	\$
	\$
	\$

INFORMATION RELEASE (OPTIONAL)
Any information you enter below will be released, along with your name, to the charity(ies) to which you made a pledge. Do not enter your work address or email.

Home Address

Personal Email Address

In addition to my contact information, I authorize the CFC to release the amount of my pledge to the charity(ies) I designated above.

PAYROLL DEDUCTION AUTHORIZATION
I hereby authorize any agency of the United States Government by which I may be employed during 2012 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2012 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

Signature Date

OPM 1654
Revised May 2011

Employee would fill out all red boxes.

This would be a drop down of only eligible Charities in that Duty Station. These codes are located on TMGT 16 PCFO CNTRL NO.

PLEASE USE BALL POINT PEN & WRITE FIRMLY

COPY #1 - PAYROLL OFFICE

Functional Requirements Document (FRD)

Project# 00290	Project Title: CFC Automation	Date Prepared: February 28, 2012
--------------------------	---	--

- Each transaction will need to captured:
 - Date of Action
 - Time of Action
 - Payroll Office Number (1240001)
- Required Data Entry fields for screen should include:
 - Work Address1
 - Work Address2
 - Work Address3
 - Work City
 - Work State
 - Work Zip
 - Work Phone
 - Work E-mail
 - Pledge Amount
 - Charity Code or provided selection for Charity Code
 - Annual amount for each charity
- Optional Data Entry fields should include:
 - Check box for Eagle
 - Check box for Double Eagle
 - Check box for information release. If information release box is checked provide required fields for:
 - Home Address1
 - Home Address2
 - Home Address3
 - Home City
 - Home State
 - Home Zip
 - Home E-mail Address
- Allow for a maximum of 30 charities designations (charity codes). Initial 5 charities to display on form remain 25 display will be decided by development staff.
- Edit to ensure that the minimum amount of the allotment is \$1 or greater per charity. Approved by OPM on 4/18/12 via e-mail.
- Employees will enter the annual amount and EPP/ESS will calculate the amount per pay period based on 26 or 27 pay dates, (99999v99) rounded to nearest cent for each charity. The employee will be able to accept the amount per pay period or enter another amount.

Functional Requirements Document (FRD)

Project# 00290	Project Title: CFC Automation	Date Prepared: February 28, 2012
--------------------------	---	--

- Employee will be able to be recognized by PCFO for the Eagle Award (1% of gross pay) or Double Eagle Award (2% of gross pay). Employee will check box for Eagle Award and system will calculate 1% of BASE-CONTRACT-SALARY (Adjusted Salary including locality) and present to employee the amount per pay period based on 26 or 27 pay dates. Employee will be able to accept the amount per pay period or enter another amount. Employee will check box for Double Eagle Award and system will calculate 2% of BASE-CONTRACT-SALARY and present to employee the amount per pay period based on 26 or 27 pay dates. Employee will be able to accept the amount per pay period or enter another amount. If employee changes amount to less than Eagle or Double Eagle amount, uncheck box. If employee modifies Eagle Amount to be equal or greater than Double Eagle amount, uncheck Eagle box and check Double Eagle box.
- For the pilot, limit the use of the e-form to the Northern Lights campaign area (0481). Counties covered in Minnesota (27), Iowa (19), North Dakota (38), South Dakota (46) and Wisconsin (55) are listed in the table below. Only list campaign area allowed by OPM that accept electronic enrollments as indicated by a value of 'Y' in TMGT Table 16, CFC E-PLEDGE PART IND field.

0481 Northern Lights CFC

Aitkin, Anoka, Becker, Benton, Beltrami, Big Stone, Blue Earth, Brown, Carlton, Carver, Cass, Chippewa, Chisago, Clearwater, Cook, Cottonwood, Crow Wing, Dakota, Dodge, Douglas, Faribault, Fillmore, Freeborn, Goodhue, Grant, Hennepin, Houston, Hubbard, Isanti, Itasca, Jackson, Kandiyohi, Kittson, Kanabec, Koochiching, Lac Qui Parle, Lake of the Woods, Le Sueur, Lincoln, Lyon, Mahanomen, Marshall, Martin, McLeod, Meeker, Mille Lacs, Morrison, Mower, Murray, Nicollet, Nobles, Norman, Olmstead, Otter Trail, Polk, Pennington, Pine, Pipestone, Pope, Ramsey, Red Lake, Red Wood, Renville, Rice, Rock, Roseau, Scott, Sherburne, Sibley, St. Louis, Sterns, Steele, Stevens, Swift, Todd, Traverse, Wabasha, Wadena, Waseca, Washington, Watonwan, Wilkin, Winona, Wright and Yellow Medicine Counties in Minnesota. Adair, Adams, Appanoose, Audubon, Boone, Butler, Bremer, Buchanan, Cerro Gordo, Chickasaw, Clarke, Dallas, Davis, Decatur, Fayette, Floyd, Franklin, Greene, Grundy, Guthrie, Hardin, Howard, Jasper, Jefferson, Keokuk, Lucas, Madison, Mahaska, Marion, Marshall, Monroe, Polk, Poweshiek, Ringgold, Story, Taylor, Union, Van Buren, Wapello, Warren, Wayne, and Winneshiek Counties in Iowa. Campbell, McPherson, Walworth, Edmunds, Potter, Faulk, Sully, Hyde, Hand, Spink, Marshall, Roberts, Day, Clark, Codington, Grant, Hamlin, Deuel, Kingsbury, Brookings, Buffalo, Jerauld, Sanborn, Miner, Lake, Moody, Brule, Aurora, Douglas, Hutchinson, Charles Mix, Bon Homme, and Brown Counties in South Dakota. Adams, Benson, Burke, Bottineau, Bowman, Cavalier, Dickey, Divide, Dunn, Eddy, Emmons, Foster, Golden Valley, Grant, Hettinger, LaMoure, Logan, McHenry, McIntosh, McKenzie, McLean, Mountrail, Oliver, Pembina, Pierce, Renville, Rolette, Sheridan, Sioux, Slope, Towner, Wells and Williams Counties in North Dakota. Ashland, Bayfield, Barron, Buffalo, Burnett, Douglas, Iron, Pepin, Pierce, Polk, Rusk, Saint Croix, Sawyer, Trempealeau, and Washburn Counties in Wisconsin.

Functional Requirements Document (FRD)

Project# 00290	Project Title: CFC Automation	Date Prepared: February 28, 2012
--------------------------	---	--

- E-pledge form will need to be able to present the campaign areas to the employee as a drop down based on their duty station. WASB will use the employees' DTY-STATE-CD and DTY-CNTY-CD from PPS along with DTY-CITY-CD = 0000 to call TMGT Table 16 (see example below). The PCFO CNTRL NO retrieved from Table 16 will then be used to call a separate table populated with data provided by OPM for the specific charities in each campaign. The PCFO CNTRL NO is the Campaign ID provided on the OPM EXCEL spreadsheet (see example below). For the pilot area the PCFO CNTRL NO is 0481, Northern Lights. The PCFO CNTRL NO will be utilized to provide a drop down of the Universal Codes from the table created from the spreadsheet. This Universal Code is the Charity Code on the hard copy form and will be required for reporting.

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TM016I1          TABLE MANAGEMENT INQUIRY TABLE 016          12/
          GEOGRAPHICAL LOCATION CODES WITH NAMES          PAGE:

ENTER PARTIAL OR COMPLETE KEY:          USER-ID: TMGT
          DATE-CHANGED

*STATE-COUNTRY-CODE: 55   *CITY-CODE: 0000   *COUNTY-CODE: 003

BEG-EFF-DATE: 01/03/10          LAST-EFF-DATE: 12/31/49          ACTIVE

CFTC-LOCALITY-RATE:
PAYROLL CAMP AREA: 276330
PCFO CNTRL NO.: 0481
CFC E-PLEDGE PART IND: Y
CFC E-PLEDGE RPTG IND: Y
  
```

Campaign ID
Provided by OPM

- OPM will provide a separate spreadsheet for the table for National/International organizations. Campaign ID for National/International will be NINT. 2011 File is located in the project folder. In addition to displaying a drop down of charitable organizations based on the PCFO control number (Campaign ID) obtained for the employee's duty station, EPP must also display all the entries for Campaign ID NINT.

(drop down/Spreadsheet Sample shown below)

Campaign ID	Universal Code	DBA Name (charitable organizations)
0481	12590	Camp Friendship Auxiliary Inc
0481	12649	American Red Cross West Dakota Chapter
0481	12670	Alzheimer's Association Minnesota-North Dakota
0481	12693	Shelter for Life International Inc
NINT	10264	Animal Charities of America

Functional Requirements Document (FRD)

Project#

00290

Project Title:

CFC Automation

Date Prepared:

February 28, 2012

The last three fields on the chartable organization table created from the OPM spreadsheet are NTEE1, NTEE2, and NTEE3. The employee will need to be able to search based on Taxonomy values (contained in these fields). WASB will provide the drop down below and will use the single alpha charter in position one to display the corresponding charitable organizations.

SERVICE CATEGORIES (TAXONOMY)

A Arts, Culture, and Humanities
B Educational Institutions & Related Activities
C Environmental Quality, Protection & Beautification
D Animal Related
E Health - General and Rehabilitative
F Mental Health, Crisis Intervention
G Disease, Disorders, Medicinal Disciplines
H Medical Research
I Crime, Legal Related
J Employment, Job Related
K Food, Agriculture, and Nutrition
L Housing, Shelter
M Public Safety, Disaster Preparedness & Relief
N Recreation, Sports, Leisure, Athletics
O Youth Development
P Human Services - Multipurpose and Other
Q International, Foreign Affairs, National Security
R Civil Rights, Social Action, Advocacy
S Community Improvement, Capacity Building
T Philanthropy, Voluntarism & Foundations
U Science & Technology Research Institutes, Services
V Social Science Research Institutes, Services
W Public, Social Benefit: Multipurpose, Other
X Religion Related, Spiritual Development
Y Mutual/Membership Benefit Orgs., Other
Z Other

Other functions EPP needs to support are listed below.

- Provide process to update charity table yearly based on OPM updates.
- Employee will need to be able to print a hard copy of the pledge form in PDF format.
- Employee will be able to see their current year pledges, if made through EPP/ESS. They will see their current per pay period deduction amount, total annual amount, organization name(s) and amounts.
- Employee will be able to edit contributions only during CFC Open Season. The change will overwrite the previous open season pledge.
- Participation is allowed for all federal employees, except seasonal or temporary employees, i.e., Work_Sched = F (Full Time).

Functional Requirements Document (FRD)

Project#

00290

Project Title:

CFC Automation

Date Prepared:

February 28, 2012

- Employee will not be able to stop or change current pledges via EPP.
- Employee will not be able to enter one-time contributions.

Campaign timeframes/open season. Usually September 1 - December 15. OPM is authorized to extend the timeframes and has in the past. Using campaign timeframes, allow employees to make their pledge or display error message, 'You cannot enter a CFC contribution, the campaign period is not currently open.'

Ensure that system processes all pledges with an effective date of Pay Period 1 on the next calendar year and displays message regarding effective date following standard EPP format.

2. Create a Document type 088 (Charitable Contributions) for each pledge and send batch information to the Payroll/Personnel System (PPS) for withholdings and disbursements. Below is the file layout for document type 088.

National Finance Center Front-End System Interface (FESI) Charitable Contributions Doc Type (088)

Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
DOCUMENT-TYPE	A3	1	3	Indicates the type of document being processed.	M	Three position numeric field. For this document the value is "088".	
AGCY-CODE	A2	4	5	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	For a list of valid values, see TMGT Table 023, Agency/Bureau.	
SUBMITTING-OFFICE-NUMBER	A4	6	9	An identifying code assigned by the Office of Personnel Management to a Federal civilian personnel office authorized to appoint and separate employees and maintain personnel data.	M	For a list of valid values, see TMGT, Table 001, Personnel Office Identifier Name and Address.	
BATCH-NO-PERSONNEL	A4	10	13	Number assigned to documents by the personnel office to identify different batches of documents.	M	66XX – the document remains in suspense until a corrective action is taken. 67XX – the document remains in suspense for one pass and is coded for deletion unless some type of positive action is taken.	
SSNO	A9	14	22	A unique nine-digit number assigned by the Social Security Administration.	M	Employee SSNO	
FILLER	A1	23	23				
PAY-PERIOD-NUMBER	A2	24	25	The number corresponding to the pay period for which this document is being processed.	M	01 through 27	
FILLER	A30	26	55				
USER-ID	A7	56	62	The user identification of the employee entering the data.	M	Seven position alpha field.	
DEPARTMENT-CODE	A2	63	64	Identifies the department of the U.S. government.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	
FILLER	A42	65	106	Unused field.	M	SPACES	
FESI-IDENTIFIER-NUMBER	A15	107	121	Identifies transactions in user's system.	O		

Functional Requirements Document (FRD)

Project#

00290

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National Finance Center Front-End System Interface (FESI) Charitable Contributions Doc Type (088)

UEID	A20	122	141	A unique employee ID (for future OPM use).			
FESI-DOC-EFF-CN	A2	142	143	The effective century of the document.	M		
FESI-DOC-EFF-YR	A2	144	145	The effective year of the document.	M		
FILLER	A5	146	150				
REC-ACCT-TYPE-CODE	A2	151	152	The type of action to be taken on the document.	M	Two position code. 82 = Change/Correct Authorization 83 = New Authorization 85 = Transfer-In (new agency conversion only) 87 = Revoke Authorization For each type-code use the following trans-code: TYPE-CODE TRANS-CODE 82 2 83 1 85 1 87 3	
REC-ACCT-TRANS-CODE	A1	153	153	The type of transaction being processed.	M	1= Add 2 = Change 3 = Delete For new agency conversions, use Trans Code 1 and Type-Code 85.	
CHAR-CAMP-AREA-STATE-CD	A2	154	155	The code for the state in which the charitable contribution campaign area is located.	M	For a list of valid values, see TMGT Table 006, CFC Payee Address.	
CHAR-CAMP-AREA-CITY-CD	A4	156	159	The code for the city in which the charitable contribution campaign area is located.	M	For a list of valid values, see TMGT Table 006, CFC Payee Address.	
CHAR-CAMP-AREA-AMT-PP	A6	160	165	The amount deducted each pay period for charitable contributions.	M	Five position field with two assumed decimal positions. 999V99 On Type-Code "83" and "85", Amount-PP must be between \$1 and \$60. If more than \$60	

						per pay period is designated, contact your customer service representative for special processing procedures.	
FILLER	A3285	166	3450	Unused field.	M	SPACES	

3. All information entered by employee would be stored in EPP/ESS.

4. (WASB is looking into this) Allow employee to search Charitable Organizations on the following fields:

By Charitable Organization Code

By Charitable Organization Name

By National/International Agencies

By TAXONOMY

5. Login Warning Message:

Functional Requirements Document (FRD)

Project# 00290	Project Title: CFC Automation	Date Prepared: February 28, 2012
--------------------------	---	--

Upon login, display message 'If you have filled out a paper form and turned into your Agency for processing, DO NOT use EPP/ESS. Could cause Duplicate Deductions.'

6. Reporting from Reporting Center:

EPP/ESS will need to provide data to the Reporting Center to produce the following reports:

- Campaign Excel Spreadsheet with fields detailed below in separate Excel columns
Each PCFO will need access to the data for their respective areas.

Excel CFC File Layout

Display Name	Size	Note
Date of report	10	Date the Report is Run
Campaign (PCFO) Identifier	4	Provided by OPM (On page 2 of TMGT 16)
Campaign(Name)	100	Provided by OPM (Not located on NFC)
Department/Agency CPDF Code	4	Department-Code/Org-Agency
Department/Agency Name	255	Name on Table 5
Agency Reporting Number/Name	150	Org-lev2-4/Names from TMGT5
Payroll Office Number	8	NFC's Payroll Office Number (1240001)
Date of Action	10	Date Entered in EPP
Time of Action	12	Time Entered in EPP
Unique User ID	10	Unique per transaction (we can only provide SSN)
Employee First Name	50	Name-First
Employee Last Name	50	Name-Last
Work E-mail Address	100	Enter by Employee (Employee will enter)
Work Phone Number	17	Enter by Employee (Employee will enter)
Work Address	100	Enter by Employee (Employee will enter)
Name Release Indicator	3	Column must occur before address fields (on Pledge Sheet employee indicates if CFC is authorized to release personal contact info.)
Home Street 1	100	Display if Name Release Indicator = Yes (Employee would enter address)
Home Street 2	100	Display if Name Release Indicator = Yes (Employee would enter address)
Home Street 3	100	Display if Name Release Indicator = Yes (Employee would enter address)
Home(City)	100	Display if Name Release Indicator = Yes (Employee would enter address)
Home(State)	2	Display if Name Release Indicator = Yes (Employee would enter address)
Home(Zip)	11	Display if Name Release Indicator = Yes (Employee would enter address)
Home E-mail Address	100	Display if Name Release Indicator = Yes (Employee would enter address)

Functional Requirements Document (FRD)

Project# 00290	Project Title: CFC Automation	Date Prepared: February 28, 2012
--------------------------	---	--

Pledge Amount Release	3	(on Pledge Sheet employee indicates if CFC is authorized to release amount pledged to charity.)
Pledge Amount (Total Gift)	8	5 dollar and 2 decimals
Recognition Release	3	'Yes' for Eagle/Double Eagle else 'No'
Cash	3	Should be blank (because payroll deduction)
Cash or Check	5	Should be blank (because payroll deduction)
Check Number	9	Should be blank (because payroll deduction)
Employee Organization Code	18	
Code1	5	have up to 30 codes
Donation1	8	5 dollar and 2 decimals; have 30 donation amts
Code2	5	have up to 30 codes
Donation2	8	5 dollar and 2 decimals; have 30 donation amts
Code3	5	have up to 30 codes
Donation3	8	5 dollar and 2 decimals; have 30 donation amts
Code4	5	have up to 30 codes
Donation4	8	5 dollar and 2 decimals; have 30 donation amts
Code5	5	have up to 30 codes
Donation5	8	5 dollar and 2 decimals; have 30 donation amts
Code6 - 29	5	have up to 30 codes
Donation6 - 29	8	5 dollar and 2 decimals; have 30 donation amts
Code30	5	have up to 30 codes
Donation30	8	5 dollar and 2 decimals; have 30 donation amts

- Agency Report containing Employee Name, Pledge Amount, Charities Name, Eagle or Double Eagle
- Department Summary Report by Agency with Total amount of Contributions and Total number of Contributions

All Reports will have the capability to be downloaded to an EXCEL spreadsheet.

7. Security - Employees with EPP/ESS access would be able to use e-pledge. Agency and PCFO's would need access to the Reporting Center to retrieve their data. This access would be granted by Security. Security would need a person from the campaign to authorize security access to the report on the Reporting Center. The authorized person would submit request to security for access.

Human Resources Applications Staff (HRAS) Requirements

EmpowHR will now receive 88 documents from EPP on their data pull.

Signature of SRB Chief:

Date:

/s/ Cherie Landry

5-22-12