



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

### Functional Requirements Document (FRD)

<b>Incident#</b> 212705 (10172)	<b>Project Title: EPP New Password Process</b>	<b>Date Prepared: 06/29/12</b>
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<b>Scope:</b>	<p>This project will:</p> <ul style="list-style-type: none"><li>Eliminate paper temporary password letters and replace with emailed temporary passwords</li><li>Modify the EPP password process to provide employees a faster method of getting temporary passwords</li><li>Change the operational process used to resolve EPP user access and password issues</li><li>Create a new application for the NFC Contact Center that will replace Email Assistant &amp; expand functionality.</li></ul>
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<b>Assumptions</b>	<p>Employees will contact their Agency HR Offices regarding EPP access and password related issues. The HR Offices will contact the NFC Contact Center to resolve issues and provide the employee with the resolution.</p> <p>Agencies not currently auto-signup will be changed to the new auto-setup process.</p> <p>A "Welcome to EPP" brochure/notice will be created for Agency HR Offices to provide to new employees.</p> <p>An NFC Bulletin, Customer Notification, and notices on the NFC Website and EPP, will be issued with information on the changes and a copy of the "Welcome to EPP" brochure.</p>
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<b>Test:</b>	
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### Functional Requirements

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

#### Payroll Applications Systems Branch (PASB) Requirements

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

#### Personnel Applications Systems Branch (PESB) Requirements

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

#### Administrative Applications Systems Branch (AASB) Requirements

SALL

For the new EPP NFC Contact Center application, create a Security Access User Profile for the management of the security roles of users. Provide the security functions to add, change, and remove users, and reset user passwords.

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#### Web Applications Systems Branch (WASB) Requirements

##### Modifications to EPP:

Eliminate the current New User Signup process and pages

Obtain PPS Work Email from the P/P Database (Employee-Work-Email established with Doc Type 444) and display in EPP. Cannot be changed in EPP or the NCC Application.

Change all agencies, including those not currently auto-signup, to new auto-setup process (new process below)

##### Auto-Setup Process for New Employees

- automatically establish EPP accounts when new employees are added to the P/P Database
- if EPP has the employee's Employee Work Email from the P/P Database, send a Welcome to EPP email and a temporary password
- if EPP does not have the employee's Employee Work Email from the P/P Database, establish the account but require the employee to access EPP and add an EPP Work Email address to email the temporary password (Employee will have Welcome to EPP instructions provided by the HR office & will also be available on EPP Login Page)

Eliminate the process of mailing paper temporary password letters and replace with a work email process

Change Forgotten User ID option of Mailing the User ID to Emailing the User ID

Change Forgotten Password option of Mailing the Temporary Password to Emailing the Temporary Password

Require all employees to have at least one email address in EPP

Add EPP Work Email for use in EPP only, and allow to be added and updated by the employee in EPP, and by NCC through the new NCC application

Create a new NCC application to replace Email Assistant and provide the following functionality:

- Maintain current Email Assistant functions
- Display PPS Work Email from P/P database
- Add EPP Work Email and the ability to add and change
- Ability to reset suspended accounts and generate temporary passwords
- Entry of Remedy Incident Number

Modify EPP Login page to clarify first time signup process

Add the Welcome to EPP brochure as a link on the EPP Login Page

Allow employee to request another Temporary Password, if the one sent was not received and has not been used. Allow employee to enter a different EPP Work Email (this is in case an invalid email address was used for first request).

#### Human Resources Applications Staff (HRAS) Requirements

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

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Signature of SRB Chief:	Date: 06/29/12
Cherie Landry	/s/