



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

Functional Requirements Document (FRD)

Project#
228265

Project Title:
Employee changed from
SES to GS should not
receive locality

Date Prepared:
3/30/12

Scope:

Due to an SES employee converting to a GS employee, the system should be modified to cease computing current locality rate when Pay Rate Determinant Code = S. The agency processed a NOA 500 Conv to Career Appt - effective - 05/22/11, GS-15/00. PRD "S" continued SES Basic Pay and Salary \$177,000. The action applied in NFC EPICWEB, but the NFC system gave him a locality for the amount of \$2700.00, for which he is not entitled to.

Pay Rate Determinant code "S", is a former career SES employee usually appointed by the President by and with the advice and consent of the Senate, to a civilian position in the executive branch for which the rate of basic pay is equal to or greater than ES-V, and the employee elected to receive basic pay as if remaining in the Senior Executive Service in Accordance with 5 USC 3392c and 5 CFR part 317, Subpart H.

Under 5 CFR Part 317, Subpart H, the employee may elect to retain some, all, or none of the following SES provisions: Basic pay, performance awards, awarding of ranks, severance pay, leave and retirement.

Assumptions:

Once the system is modified, Career SES employees, Pay Plan ES, who are appointed to a position outside of the SES for which the rate of basic pay is equal to or greater than the rate payable for level V of the Executive Schedule (Pay Plan EX), 2012 Level V \$145,700 will use Pay Rate Determinant Code "S" to continue to receive SES provisions.

Test:

Not Applicable

Functional Requirements

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

Payroll Systems Branch (PASB) Requirements

Modify the EARN system to allow SES employees who converted to any pay plan that is Pay Rate = "PA", excluding Pay Rate "ES", and Pay Rate Determinant Code "S" to be allowed to carryover up to 720 hours of annual leave

Modify the PAYE system to keep current edits for the employees who are SES employee and are converted to GS to any pay plan rate = "PA", excluding "ES" employees.

Personnel Systems Branch (PESB) Requirements

Modify the PINE and PEPL systems for all agencies to use Pay Rate Determinant Code "S" as follows:

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If Salary Rate Code equal "PA" and pay plan not equal "ES" and PRD equal "S", no locality.

The basic pay would be equal to or greater than the rate payable for Executive Level V. Employees will be allowed to carry 720 hours of annual leave forward to the next year. Pay Plans not equal to ES should be allowed the option to receive Pay Rate Determinant "S" benefits, such as performance awards, awarding of ranks, severance pay, leave and retirement benefits.

When the data entered in the Pay Rate Determinant Code field is "S", the data entered in the Pay Plan field cannot be ES.

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Web Applications Systems Branch (WASB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Modify EmpowHR for all agencies when processing a PAR with a Pay Rate Determinant (PRD) equal to "S" the following edits should apply:

If the Pay Basis is "Per Annum" (PA), and the Salary Pay Plan not equal "ES" and the Pay Rate Determinant is "Continued SES Basic Pay - S", then do not compute locality. Set locality to zeros.

Signature of SRB Chief:

Date:

\\s\ Cherie Landry

05/29/12