

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

**Revision 2** 

Functional Requirements Document (FRD)

Project#
212712

Project Title: Telework Reporting

Date Prepared: 09/10/13 Rev 2

07/31/13 Rev 1

07/22/13

#### Scope:

OPM issued updates to the Guide to Data Standards & the Guide to Human Resources Reporting (GHRR) that require the reporting of 5 new Telework data elements thru CPDF/EHRI. The new elements are:

Eligible to Participate in Telework Indicator Routine Telework Hours in Pay Period Routine Telework Instances in Pay Period Situational Telework Hours in Pay Period Situational Telework Instances in Pay Period

The Eligible to Participate in Telework Indicator identifies the agencies final determination of whether or not an employee is eligible to participate in telework. Entry will be via Document Type 120, Multi-Element Update. This field will be used in the T&A process to determine if the employee is eligible to telework.

The remaining 4 elements are payroll data and will be entered on the employees T&A using a new non-pay Transaction Code (TC). TC 54, Telework, will be entered in the Other Time portion of the T&A. It must be used in addition to the regular pay TCs and will not replace any existing TC codes.

The Suffix field will be used to indicate the type of Telework, Routine (Suffix 0) or Situational (Suffix 1). The Prefix field will be used to enter the number of Instances the employee teleworked for the associated hours.

A new optional field, Telework, will be added to the PMSO Individual Position to indicate if the <u>position</u> is eligible for telework. This field will be for agency reporting purposes only and will not impact the Eligible to Participate in Telework Indicator on the employees Salary record or the EHRI data.

Reports will be created in Reporting Center and Insight will provide access to this data.

Modifications to make automated changes to the Telework Eligibility Indicator are deferred until specific guidance and requirements are received from OPM.

Updated layouts of FESI2056 and FESI120 are attached at the end of this document

#### NOTE:

In PP20 NFC will implement the changes needed to begin sending Telework data to OPM. Agencies are not required to begin submitting Telework data to NFC at that time, if they have not completed their system modifications. As agencies begin to submit the data, NFC will process and report it to OPM.

Version: May 2013 Page 1 of 6

	Functional Requirements Document	(FRD)	Revision 2
Project#	Project Title:	Dat	<b>e Prepared:</b> 09/10/13 Rev 2
212712	Telework Reporting		07/31/13 Rev 1
			07/22/13

allowing mwcm mables will be undeted.						
The following TMGT Tables will be updated:						
032, Transaction Codes						
047, PINE Edit Error Message and Codes						
048, PINE Documents Element Names						
TB056, Manual Transaction Codes						
TB064, Subobject Class conversion						
eck 8 modifications have not been determined yet.						

# Functional Requirements

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

# Payroll Applications Systems Branch (PASB) Requirements

Modify T&A processing by adding the following Transaction Code as non-pay transaction code to be entered in the **Other Time** fields on the T&A.

TC Suffix
54, Telework 0, Routine
54, Telework 1, Situational

This TC will  $\underline{not}$  be used to calculate the employee's biweekly salary payment. There will be no accounting entered for this TC.

Hours and Prefix Code must be entered when TC 54 is used.

The Prefix will be used to enter the number of Instances the employee teleworked for those hours. There is a maximum of 2 Instance per day, (1 of suffix), which is a maximum of 14 a week and 28 a pay period.

When TC 54 is entered on the T&A, determine if the employee is eligible by checking the Eligible to Participate in Telework Indicator (Telework-Elig-Ind) on Salary. If not eligible, do NOT suspend the T&A. Generate a non-fatal error message to the Timekeeper advising what action needs to be taken.

The TIME error message should appear on the CULP0099 report advising that TC54 was entered on the T&A but the employee's Eligible to Participate in Telework Indicator (Telework-Elig-Ind on Salary) is N, Not Eligible, or has not been updated.

Add TC 54, Prefix, Suffix and Hours to the 420. There is no dollar amount or accounting for this TC. Use default accounting from Table 065, Default Appropriation Conversion.

Add TC 54, Prefix, Suffix and Hours to TA-MISC.

Add the following data to the Payroll EHRI Data Record Feed File:

Routine Telework Hours in Pay Period (ICD Seq# 286, EHRI Ref# 1074, Decimal(9,2))

Routine Telework Instances in Pay Period (ICD Seq# 287, EHRI Ref# 1075, Number(2))

Situational Telework Hours in Pay Period(ICD Seq# 288, EHRI Ref# 1076, Decimal(9,2))

Situational Telework Instances in Pay Period(ICD Seq# 289, EHRI Ref# 1077, Number(2))

Version: May 2013 Page 2 of 6

	Functional Requirements Document (	FRD)	Revision 2
Project#	Project Title:	Date	Prepared: 09/10/13 Rev 2
212712	Telework Reporting		07/31/13 Rev 1
			07/22/13

Modify EARN to exclude TC 54 from the Payroll Data File.

Impacted systems are: TIME, PACS, PAYE, & EARN

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

Modify Document Type 120, Multi-Element Update, to add new Field-Number "000014", Telework Eligibility Indicator. Valid values for the New-Data field are "Y", Yes, Eligible to Telework, and "N", No, Not Eligible to Telework.

Add Telework (Telework-Elig-Ind) to the PMSO Individual Position record as an optional field that will indicate if the **position** is eligible to Telework. Valid values are Y = Position Eligible to Telework, N = Position Not Eligible to Telework, and Space, if not applicable. Add this element to PMSO Individual Position online screens and add a help screen. Add this element to the FESI 2056, PMSO Individual Record.

Add Eligible-Participate-Telework-Indicator (TELEWORK-ELIG-IND on Salary record) to the EHRI HR Data Feed Status Record (ICD Seq# 170, EHRI Ref# 1076 Varchar(1)). If the TELEWORK-ELIG-IND on the employee salary record is Y, send 1, Eligible, and if N, send 0 (zero), Not Eligible. If the field is a space or invalid, send 0(zero), Not Eligible.

Add Telework Eligibility Indicator (from Salary) to IRIS119, Employee Personnel Data.

Add Telework-Elig-Ind from Salary to the WebTA biweekly bi-directional interface files created for WebTA agencies.

Add Telework-Elig-Ind from Salary, and Telework-Elig-Ind from the PMSO Individual Position to the BEAR Agency Output files.

Telework-Elig-Ind from the PMSO Individual Position to the PSMO Data Download.

Impacted systems are: PINE/PEPL, FESI, PMSO, CPDF, BEAR, & IRIS

# Administrative Applications Systems Branch (AASB) Requirements

>>>>Not Applicable <<<<

#### Payroll Web Systems Branch (PWSB) Requirements

Modify EPIC Document Type 120, Multi Element Update, by adding "Telework Eligibility Indicator" as a new selection in the Select a field to be updated\* box. The Field-Number for this new selection is "000014". The Field Value\* (New-Data) is Y or N (Y= Yes, Eligible to Telework & N, No, Not Eligible to Telework).

On the Reporting Center, create a report(s) that provides users with detail and summary data for TELEWORK-ELIG-IND from PMSO and from Salary. The following data will also be needed and will be determined from Salary data for TC 54, Suffix 0 or 1 and Prefix Code.

Routine Telework Hours
Routine Telework Instances
Situational Telework Hours
Situational Telework Instances Insight

Add TELEWORK-ELIG-IND from PMSO and from Salary to Insight.

Impacted systems: EPIC, Reporting Center, & Insight

Version: May 2013 Page 3 of 6

	Functional Requirements Do	cument (FRD)	Revision 2
Project#	Project Title:	Dat	<b>e Prepared:</b> 09/10/13 Rev 2
212712	Telework Reporting		07/31/13 Rev 1
			07/22/13

### Administrative Web Systems Branch (AWSB) Requirements

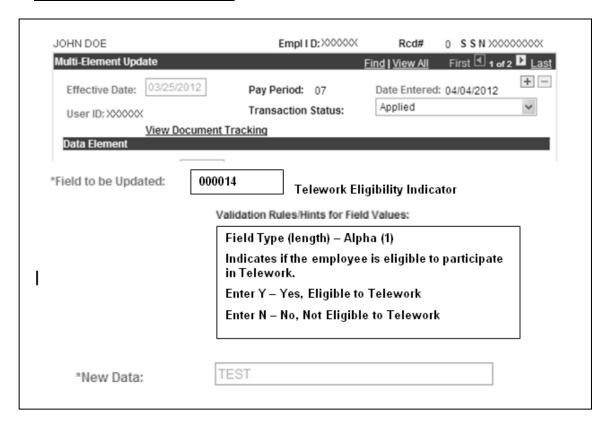
>>>>Not Applicable <<<<

# Human Resources Applications Branch (HRAB) Requirements

### Multi-Element Update

On the Multi-Element Update Document, add a new \*Field to be Updated entry of 000014, with a description of Telework Eligibility Indicator. Send this data as Field-Number. The \*New Data field entry is Y (Yes, Eligible) and N (No, Not Eligible), Alpha (1). Send this data on the feed as New-Data.

## Multi-Element Update Page



#### Position Management

Send the Telework Eligibility field from Position Management on the PMSO Individual Position feed as Telework-Elig-Ind.

The FESI 2056 layout has changed. Changes to the existing layout begin with Start Position 230 thru 500. See below:

Version: May 2013 Page 4 of 6

	Functional Requirements Document	(FRD)	Revision 2
Project#	Project Title:	Date	<b>Prepared:</b> 09/10/13 Rev 2
212712	Telework Reporting		07/31/13 Rev 1
			07/22/13

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	POS-OBLIGATED-SSN	A9	221	229	When the Individual Position is one to which an employee will return after a temporary promotion expires or one to which an employee is temporarily detailed	o	Nine position numeric field.  If not applicable, enter  Spaces.
	CYBERSECURITY-CODE	A2	230	231	Identifies the incumbents or position primary cybersecurity function.	M	Two position numeric field.  If not applicable, enter zeroes (00).  Valid values: The Cybersecurity codes and definitions are from the National Cybersecurity Workforce Framework and can be found in OPM's The Guide to Data Standards Part A: Human Resources.
	TELEWORK-IND	Al	232	232	Indicates the agency's determination of whether or not a position is eligible for telework	o	One position alphanumeric field. Valid values: Y - Eligible to participate in telework N - Not eligible to participage in telework. If not applicable, enter spaces.
	FILLER	A268	233	500		М	SPACES

One-time Update of Position Telework Eligibility

A one-time update of Position *Telework Eligibility* data collected in EmpowHR from PP14 thru PP19 (prior to the changes in PMSO) is needed to align EmpowHR and PMSO. In the update, any agencies with values of "Y" and "N" in the Position *Telework Eligibility* field will have the data updated in PMSO, with the exception of transactions that have a Reason Code of ABO (Position Abolished) or INA (Position Inactivated).

When the one-time update submits the FESI file to PMSO, the Trx Status will change from Applied to NFC Ready and the Reason Code will change from New to UPD (same Effective Date). After it returns from PMSO, the Trx Status will be Applied and the Reason Code will stay set to UPD.

# WebTA & Paycheck8 Requirements

Add the Transaction Code (TC) 54, Telework, with Suffix Codes 0 (zero), Routine, and 1, Situational, as non-pay transaction codes to be sent to NFC in the Other Transactions on the FESI file.

Add TC 54, Telework, Suffix code and Prefix code combinations to WebTA tables.

Suffix Code, Hours, and Prefix Code are required when TC54 is used.

TC 54 will have no accounting.

TC 54 can be used with overtime but not with paid or unpaid leave.

TC 54 hours should not be added to Work Time Totals or to the Leave and Other Time Totals. TC 54 is for reporting purposes only and is not used in the calculation of the employee's salary payment.

The Prefix Code (Instances) will be used for the entry of the number of Instances of Telework for the hours entered. When TC 54 is used, you must have at least one Instance for each TC 54/Suffix combination. The maximum number of Instances is 2 per day, no more than one of each Suffix. The maximum instances per week are 14 and 28 for the pay period.

Version: May 2013 Page 5 of 6

	Functional Requirements Document	(FRD	Revision 2
Project#	Project Title:	D	ate Prepared: 09/10/13 Rev 2
212712	Telework Reporting		07/31/13 Rev 1
			07/22/13

The daily Prefix codes (Instances) entered must be totaled for each week before sending as the Prefix Code for TC 54 and Suffix in Week 1 and Week 2.

Add Eligible to Participate in Telework (Telework-Elig-Ind) to WebTA. It will be added to the biweekly bi-directional interface file from BEAR.

An employee should not be allowed to use TC 54 if the Telework-Elig-Ind from the Payroll/Personnel System is "N", Not Eligible.

Paycheck 8 requirements are in the process of being determined.

Signature of Acting Chief, Web Requirements Branch: Date: 09/10/13

/s/

Alan Bowman
Signature of Acting Chief, Systems Requirements Branch:

/s/

Date: 09/10/13

Josie Stovall

Version: May 2013 Page 6 of 6