

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 210801 (formerly 00254)	Project Title: Incorporate T&A Data into FEHB and FEGLI Counters	Date Prepared: 06/24/13

Version 1.0 **As of: 21 Mar 2013**
 (Note: The Agency Requesting Official will change the Version number and 'As of' date only when submitting a revised FRD, e.g. Version 1.0.1)

Background:	<p>OPM regulations require agencies to track non-pay and pay time for employees who are enrolled in the Federal Employees Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FEGLI) programs. Once employees reach the non-pay limitation applicable to their situation, the agency is required to terminate the FEHB and/or FEGLI enrollment(s). Employees are generally allowed to continue FEHB/FEGLI enrollment for up to 365 days of non-pay status. This non-pay time only counts for FEHB/FEGLI purposes if the employee receives no pay for an entire pay period during which they are enrolled in the benefit(s). OPM regulations treat full-time and part-time employees the same. Employees receive a new 365-day non-pay enrollment opportunity if they receive pay for a period of 4 consecutive months (120 days). OPM defines 4 consecutive months/120 day requirement as met if the employee returns to pay status for at least 4 consecutive months during which he/she receives pay for at least part of each pay period.</p> <p><u>Two exceptions for FEHB:</u> First, employees coded Absence-Uniformed Service and those on leave without pay LWOP NTE NOA 460/DAM Uniformed Service are allotted FEHB coverage for 24 months of absence. This 24-month period is not broken by periods of intermittent pay while the member is covered by these Personnel Action Requests (PARs). Second, upon reaching 365 days of non-pay status, employees covered by Family Medical Leave Act (FMLA) non-pay time have the option to continue FEHB coverage while in approved FMLA status as long as they pay premiums on a current basis.</p> <p><u>One exception for FEGLI:</u> Employees coded Absence-Uniformed Service and those on LWOP NTE NOA 460/DAM Uniformed Service have the opportunity to elect to continue FEGLI coverage beyond the 365-day non-pay period. There is no charge to employees for the first 12 months but employees who elect to continue must pay the premiums on a current basis for an additional 12 months.</p> <p><u>Current Processing:</u> The current benefits counter functionality is based off of flags triggered by the input of pay and non-pay status PARs. This programming does not include non-pay which is only documented on T&As such as approved FMLA LWOP, AWOL or LWOP less than 30 days.</p> <p><u>Requested Change to Processing:</u> IRS is requesting NFC change the counter functionality from PAR-based programming to a payroll-based process (T&A) to provide more accurate non-pay tracking for FEHB and FEGLI benefit purposes.</p>
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Note: NFC's Payroll/Personnel System (PPS) automatically terminates the FEHB coverage when the LWOP limitation is met for all customers except IRS. All agencies are terminating the FEGLI coverage manually by the processing of a NOA 881 personnel action.

SCOPE:

This purpose of this project is to provide more accurate non-pay tracking, thereby improving the accuracy of FEHB/FEGLI enrollment terminations and assisting agencies in identifying opportunities to re-enroll in FEHB and/or FEGLI programs upon return to duty. This project is focused on revising the programming to capture all applicable non-pay and pay time having an impact on FEHB and FEGLI benefits enrollment by utilizing T&A data as well as the Current Employment Status (CES) field.

The current PPS process utilizes flags and several counter fields to track both pay and non-pay time impacting FEHB and FEGLI enrollment. FEHB and FEGLI counters are currently based off of flags set by the input of pay and non-pay status personnel action requests (PARs). These FEHB and FEGLI flags are called **FEHB FLAG**, **FEHB FLAG MIL** and **FEGLI FLAG** on IRIS screen IR140.

The changes to the process are as follows:

Use of FEHB FLAG, FEHB FLAG MIL, and FEGLI FLAG will be discontinued and these fields will be removed from the IRIS 140 screen.

Whenever a full pay period of non-pay is indicated, whether through the processing of a non-pay PAR action resulting in a CES code update **OR** no T&A is submitted **OR** non-pay T&A is submitted for the entire pay period, the PPS will capture a full 14 days of non-pay time and update the following FEHB and FEGLI counters found on IR140:

FEHB TERMINATION - Captures the number of non-pay days toward the 365-day FEHB limitation. This number will be updated in increments of 14 days. This number will only reset once the **PAY STATUS AFTER AWOP** reaches 120 days. Non-pay only counts for the FEHB termination counter if the employees receive **no pay** during a pay period in which they are enrolled in the benefit.

BEGIN DATE - This field will no longer update when a non-pay PAR action is processed and the current employment status (CES) changes. Instead, this field will be populated with the date corresponding to the beginning of the pay period in which the **FEHB TERMINATION** counter begins. This date will remain the same until the **FEHB TERMINATION** counter is reset (when the **PAY STATUS AFTER LWOP** reaches 120). This data element will be renamed to **FEHB BEGIN DATE** on IRIS screen 140

FEGLI TERMINATION - Captures the number of non-pay days toward the 365-day FEGLI limitation. This number will be updated in increments of

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14 days. This number should only reset once the **PAY STATUS AFTER AWOP FEGLI** reaches 120 days. Non-pay only counts for the FEGLI termination counter if the employees receive **no pay** during a pay period in which they are enrolled in the benefit.

FEGLI BEGIN DATE - Will be established as a new data element. This field will be populated with the date corresponding with the beginning of the pay period in which the **FEGLI TERMINATION** counter begins. This date will remain the same until the **FEGLI TERMINATION** counter is reset (when the **PAY STATUS AFTER LWOP FEGLI** reaches 120).

The impact of "pay" time on data elements:

PAY STATUS AFTER AWOP - This field will no longer update based on the FEHB flag value of 2. Instead, this counter will be updated whenever an employee who has time captured in the **FEHB TERMINATION** field actually receives pay. This data element will be renamed to **FEHB PAY STATUS AFTER AWOP** on IRIS screen 140.

PAY STATUS AFTER AWOP FEGLI - This field will no longer update based on the FEGLI flag value of 2. Instead, this field will be updated whenever an employee who has time captured in the **FEGLI TERMINATION** field actually receives pay. This data element will be renamed to **FEGLI PAY STATUS AFTER AWOP** on IRIS screen 140

With the exception of employees on military furlough, if a T&A resulting in any paid time is submitted for an employee who is in documented non-pay status; this time should be counted as "pay" and should not update the FEHB "non-pay" counter. For example, if a T&A is submitted with a combination of pay and non-pay time, the PPS would capture this scenario as 14 days of "pay" and should be reflected in the **PAY STATUS AFTER AWOP** for FEHB counter.

If a T&A resulting in any paid time is submitted for an employee who is in documented non-pay status, this time should be counted as "pay" and should not update the FEGLI "non-pay" counter. For example, if a T&A is submitted with a combination of pay and non-pay time, the PPS would capture this scenario as 14 days of "pay" and should be reflected in the **PAY STATUS AFTER AWOP FEGLI** counter.

In addition to changing the trigger for capturing data in the benefits counters, IRS is requesting changes to the functionality of the existing **BEGIN DATE** for FEHB and **FEHB MIL BEGIN DATE** fields and the establishment of a new field, **FEGLI BEGIN DATE**.

IRS is also requesting the establishment of reports to notify agencies when employees reach their FEHB and FEGLI non-pay and pay limitations. Notification is required, whether or not NFC's PPS is processing the automated terminations, in order for the agencies to properly counsel employees, create required documentation to be maintained in the OPF/eOPF and provide employees with the status of their enrollment(s) and conversion rights, when applicable.

How military differs for FEHB non-pay:

Employees coded as Absent-Uniformed Services can continue FEHB

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	<p>enrollment for 24 months. Employees receive a new 24-month opportunity for each new set of military orders, which should then be documented by an additional PAR with a newer effective date. The 24-months is not broken by periods of intermittent pay while absent (i.e., non-pay time continues to accrue regardless of whether or not employees receive sick, annual, military leave, or holiday pay while absent). For military furlough, the FEHB MIL BEGIN DATE should use the effective date of the PAR action(s).</p> <p>EXAMPLES: The following examples illustrate the differences in how FEHB is impacted by military furlough non-pay status vs. "regular" civilian non-pay status when an employee starts non-pay status in the middle of a pay period. The difference between the two scenarios is that for civilian employees, non-pay time only counts for FEHB purposes if the employee receives no base pay during a pay period which they are enrolled in the benefit(s). For military, the non-pay time starts when the military member starts non-pay status (the effective date of the PAR action).</p> <p>Dates used are for pay periods 19 and 20 of 2012:</p> <p><u>Civilian</u> Effective date of non-pay PAR action: 09 13 12 (first 4 days in pay status, remainder of pay period non-pay) CES changes from 0 to 2 (changes with PAR in pay period 19) FEHB TERMINATION: 014 (starts with pay period 20 - first full pay period of non-pay) BEGIN DATE: 09 23 12 (pay period 20, not pay period 19)</p> <p><u>Military</u> Effective date of non-pay PAR action: 09 13 12 (first 4 days in pay status, remainder of pay period non-pay) CES changes from 0 to 1 or 9 (changes with PAR in pay period 19) FEHB TERM MIL: 010 (pay period 19) FEHB MIL BEGIN DATE: 09 13 12 (pay period 19, effective date of PAR action)</p>
Assumptions:	<p><u>Agencies will be responsible for ensuring PARs and T&As are processed in a timely manner to ensure the non-pay and pay FEHB and FEGLI counters are updated timely.</u> When corrected or late PARs and/or T&As are submitted, the agency must assess the impact of the action and adjust the non-pay and pay time for FEHB and FEGLI purposes when needed.</p> <p>The improvements to the FEHB and FEGLI counter processes implemented as a result of this project will only apply prospectively. There is potential for retroactive benefits enrollment or terminations as well as T&A corrections to negatively impact the accuracy of the benefits data. Since only select enrollment and T&A correction scenarios will impact benefits counters, agencies will be responsible for using the TIME Inquiry System (TINQ) to update the FEGLI and FEHB non-pay and pay counters and date fields as applicable. Agencies will also be responsible for using the TIME Inquiry System (TINQ) to update the</p>

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FEGLI and FEHB non-pay and pay counters and date fields for applicable employees whose prior PAR or T&A processing that occurred before the implementation of this project may have led to inaccurate data in the applicable fields. TINQ02 will be available to adjust FEGLI and FEHB non-pay and pay counters and date fields.

Agencies will also be responsible for monitoring FEHB enrollments to ensure employees invoking his/her FMLA rights when reaching the FEHB 365 day non-pay status limitation (**FEHB TERMINATION**) have the opportunity to continue enrollment by paying direct premiums, if desired. FEHB enrollment for employees electing to continue coverage beyond the 365-day mark while on FLMA will be terminated if the employee does not submit direct payments on a current basis and/or when FMLA eligibility expires. Since continuation during FMLA is at the employee's request, automated FEHB terminations by NFC's PPS (excluding IRS) will continue regardless of FMLA status. Agencies will be required to monitor accounts with FMLA-continued enrollment, manipulate the counter data to avoid termination if necessary, and terminate coverage manually, when applicable.

Functional Requirements

☒ Payroll Applications Systems Branch (PASB) Requirements

Establish a new field, **FEGLI BEGIN DATE**, in TINQ. Allow agencies to update/change this field as needed.

Establish reports available to agencies when:

1. Employees reach 300 days of the 365 day threshold of the **FEHB TERMINATION** or **FEGLI TERMINATION** counters.
2. Employees reach 665 days of the 730 day threshold of the **FEHB TERM MIL** counter.
3. Employees reach 90 days of the 120 pay threshold of the **PAY STATUS AFTER AWOP** for FEHB and/or FEGLI.

These reports would give agencies time to adjust any non-pay or pay balances in advance of the benefits termination or reenrollment if needed. These reports will be made available in the Reporting Center (See WASB requirements section).

For employees with an active FEHB enrollment (FEHB COV CODE = 1,6, or 8), do the following:

For employees who are not on military furlough (i.e. the CES code is not a 1 or 9), capture 14 days of non-pay into the **FEHB TERMINATION** counter if a live T&A resulting in no base pay (including paid leave) is received for the current processing pay period **OR** no live T&A is received at all for the current processing pay period. (In some cases, no PAR actions are required for these situations and T&As must be submitted to document non-pay hours. These situations are generally for LWOP less than 30 consecutive days, AWOL, and FMLA non-pay.) If FEHB enrollment is cancelled or terminated, the FEHB TERMINATION counter should cease counting non-pay toward termination.

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For employees who are not on military furlough (i.e. the CES code is not a 1 or 9), populate the **BEGIN DATE** (for FEHB) field at the beginning of the processing pay period in which the **FEHB TERMINATION** counter begins counting. This date should remain in this field until the **PAY STATUS AFTER AWOP** (for FEHB) counter reaches the 4 consecutive month/120-day requirement, at which point the **FEHB TERMINATION** counter, **PAY STATUS AFTER AWOP** (for FEHB) counter, and **BEGIN DATE** (for FEHB) fields should all be reset to zeros. If an employee cancels his/her FEHB enrollment (**FEHB COVERAGE CODE** equals 5-cancelled) or the enrollment is terminated (**FEHB COVERAGE CODE** equals 9) while in non-pay status, the **FEHB TERMINATION** counter should cease counting non-pay time toward termination.

For employees on military furlough (i.e. the CES code is a 1 or 9), increment the **FEHB TERM MIL** counter whether a live T&A is received with non-pay and/or pay for the current processing pay period or not. This counter should typically increment by 14 days unless the **FEHB MIL BEGIN DATE** (populated by PEPL) is within the current processing pay period, in which case the **FEHB TERM MIL** counter should increment by the number of days spanned by the **FEHB MIL BEGIN DATE** thru the end of the current processing pay period.

Discontinue the current automated FEHB termination process, whereby SF-2810s are generated that go only to the carriers via the OPM/Macon hub and do not record the applicable document throughout the PPS. Instead, generate a 181 document reflecting the most recent version of the SF-2810 when the **FEHB TERMINATION** field reaches 365 and the CES code is not equal to a 1 or 9 (non military) **OR** when the **FEHB TERM MIL** field reaches 730 and the CES code is equal to a 1 or 9 (military furlough). The 181 document must contain a 9 (termination) not a 5 (cancelled) in the **FEHB COVERAGE CODE** field. (NOTE: The automated FEHB termination process does not apply for IRS employees.)

Note: The agency will continue to process a NOA 915 personnel action to change the **FEHB COVERAGE CODE** field from a 9 (termination) to a 5 (cancelled) if the employee does not elect to re-enroll within the allotted 60 days following return to duty after termination of coverage.

For employees whose **FEHB TERMINATION** counter is > 0, do the following:

For employees who are not on military furlough (i.e. the CES code is not a 1 or 9), if the **PAY STATUS AFTER AWOP** (for FEHB) counter is > 0, reset it to zero if a live T&A resulting in no base pay (including paid leave) is received for the current processing pay period **OR** no live T&A is received at all for the current processing pay period. That's because the 4-month pay status requirement (120 days) must be consecutive in increments of 14 days.

For employees who are not on military furlough (i.e. the CES code is not a 1 or 9), if a live T&A resulting in base pay is received for the current processing pay period, the **FEHB TERMINATION** counter should not update and the **PAY STATUS AFTER AWOP** (for FEHB) counter should update by an increment of 14 days instead.

For employees with an active FEGLI enrollment, and the FEGLI COV CODE is not equal to A, B or Blank do the following:

Capture non-pay in the **FEGLI TERMINATION** counter if a live T&A resulting in no base pay (including paid leave) is received for the current processing pay period **OR** no live T&A is received at all for the current processing pay period in increments of 14 days. (In some cases, no PAR actions are required and T&As must be submitted to document non-pay hours. These situations are generally for LWOP less than 30 consecutive days, AWOL, and FMLA non-pay.)

Populate the new **FEGLI BEGIN DATE** (new field) at the beginning of the processing pay period in which the **FEGLI TERMINATION** counter begins incrementing. This date should

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then remain constant until the **PAY STATUS AFTER AWOP FEGLI** counter reaches the 4 consecutive month/120-day requirement at which point the **FEGLI TERMINATION** counter, **PAY STATUS AFTER AWOP FEGLI** counter, and the new **FEGLI BEGIN DATE** field should all reset to zeros.

If an employee cancels his/her FEGLI enrollment while in non-pay status or enrollment is waived or terminated while in non-pay status, the **FEGLI TERMINATION** counter should cease counting non-pay time toward termination.

For employees whose **FEGLI TERMINATION** counter is > 0, do the following:

If the **PAY STATUS AFTER AWOP FEGLI** counter is > 0, reset it to zero if a live T&A resulting in no base pay (including paid leave) is received for the current processing pay period OR no live T&A is received at all for the current processing pay period. That's because the 4-month pay status requirement (120 days) must be consecutive in increments of 14 days.

If a live T&A resulting in base pay is received for the current processing pay period, the **FEGLI TERMINATION** counter should not update, and the **PAY STATUS AFTER AWOP FEGLI** counter should update by an increment of 14 days instead.

☒ **Personnel Applications Systems Branch (PESB) Requirements**

Remove the following data elements from IRIS 140 screen: **FEHB FLAG**, **FEHB FLAG MIL** and **FEGLI FLAG**. These fields will still exist in the PPS database, but will no longer be used.

Add a new field, **FEGLI BEGIN DATE**, to the IRIS 140 screen. This data element should follow **FEGLI TERMINATION** in the left column.

Change the names of the following data elements on IRIS 140:

BEGIN DATE to **FEHB BEGIN DATE**

PAY STATUS AFTER AWOP to **FEHB PAY STATUS AFTER AWOP**

PAY STATUS AFTER AWOP FEGLI to **FEGLI PAY STATUS AFTER AWOP**

Cease populating the BEGIN DATE (for FEHB) based on PARs. Population of this field will now be based on a broader category of non-pay activity, some of which is only indicated via T&A, or the absence of a T&A.

For employees returning to duty from military furlough, PINE/PEPL should continue to reset the **FEHB MIL BEGIN DATE** and **FEHB TERM MIL** dates/counters to 0 and reset the CES code to 0 when a return to duty PAR is processed.

PINE/PEPL will terminate FEHB enrollment when the 181 document generated by PAYE is received. A copy will be added to the eOPF file for agencies currently receiving eOPF data from NFC. FEHB termination letters for these system-generated 181 documents will be available for printing thru RFQS, as is currently the case for terminations entered by users via the 181 document.

Unique situation pertaining to military non-pay status:

For employees who receive multiple military orders (back to back military orders without returning to duty) and thus the CES code value of 1 or 9 does not change, the following FEHB counters will need to be reset: **FEHB TERM MIL** and **FEHB MIL BEGIN DATE**. Each set of

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new military orders/new deployment provides a new 24-month FEHB enrollment opportunity. Ensure the **FEHB TERM MIL** counter is reset and the **FEHB MIL BEGIN DATE** is populated with the personnel action effective date of each new applicable PAR action.

☐ **Administrative Applications Systems Branch (AASB) Requirements**

"Not Applicable"

☒ **Payroll Web Systems Branch (PWSB) Requirements**

Using a file sent by PAYE, establish reports on the Reporting Center to notify agencies when:

1. Employees reach 300 days of the 365 day threshold of the **FEHB TERMINATION** or **FEGLI TERMINATION** counters.
2. Employees reach 665 days of the 730 day threshold of the **FEHB TERM MIL** counter.
3. Employees reach 90 days of the 120 pay threshold of the **PAY STATUS AFTER AWOP** for FEHB and/or FEGLI.

These reports would give agencies time to adjust any non-pay or pay balances in advance of the benefits termination or reenrollment if needed.

☐ **Administrative Web Systems Branch (AWSB) Requirements**

"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief: Cherie Landry	Date: 7/24/2013 \s\
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