Functional Requirements Document (FRD)

Project# 432428	Project Title: EPP Discretionary Allotments – Pay Period Selection to start or change.	Date Prepared: March 25, 2013

Version 1.0.1   **As of: 28 Jun 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)

Scope:	The Department of Treasury requests the Employee Personal Page (EPP) for Treasury employees be modified to make EPP compliant with regulations and reduce SINQs.

Currently the EPP System allows the customer to select any current to future pay period to start or change a discretionary allotment. (See Example #1). When a customer selects a pay period that is not the first pay period of the month a '064' suspense error "Action can't be processed – Delete send to Future" is given.

Treasury is requesting a programming change that will not allow the customer to select a pay period that is not the first pay period of the month (based on the NFC pay schedule). (See Example #2).

Since the conversion to EPP in May 2012, IRS has had 241+ Discretionary Allotment SINQs. They have researched and corrected the "pay period effective date" to a valid starting pay period on nearly all of them. The cost savings to not have to do that research and correct the SINQs would be a huge cost savings (e.g., GS-11 @ $30 per hour).

There is documentation on the Discretionary Page in EPP that states: "A monthly amount is entered and the system divides the monthly payment into two deductions and are withheld twice a month effective on the first payday of the month. If the allotment is established or changed in the middle of the month, it will not take affect until the beginning of the following month."

Because the customer is not always aware if it is the first pay period of the month when starting or changing a discretionary allotment Treasury is requesting that the customer only be given the option to select a first pay period of the month. |
| **Assumptions:** | A current pay period and year will only display in EPP as an option when attempting to "Start" or "Change" a Discretionary Allotment if the current pay period is the first pay period of the month otherwise the effective pay period options that will be available to select will be future pay periods. All pay periods will remain available for a "Stop" selection since EPIC/PINE edits permit cancelations any pay period and refund any partial payments that have been withheld.

This function will be available to all agencies under the Department of Treasury (Dept. 'TR') |

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Functional Requirements

☐ **Payroll Applications Systems Branch (PASB) Requirements**

"Not Applicable"

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

"Not Applicable"

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

"Not Applicable"

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

Eliminate any pay period in the "Effective Pay Period, Year" dropdown selection of the Discretionary Allotments page in EPP that is not a first pay period of the month when the employee selects "Start" or "Change". All pay periods will remain available for a "Stop" selection.

Example #1 gives the customer the option to Start or Change a Discretionary Allotment in EPP in pay periods 14 – 20. Pay period 14, Pay period 16, Pay period 18 and Pay period 20 of the year 2012 were not the first pay period of those months when the pay period occurred. If the customer were to select either of these pay periods when selecting the Start or Change option, the document that is created will go to suspense with a '064' suspense error ("Action can't be processed – Delete send to Future").

 Example #1

The only pay period option that will be available to the Treasury customer in the "Effective Pay Period, Year" dropdown selection of the Discretionary Allotments page in EPP for a "Start" or "Change" will be an Effective Pay Period, Year that is the first pay period of the month. All pay periods will continue to remain available for a "Stop" selection.

Example #2 only gives the customer the option to "Start" or "Change" a Discretionary Allotment in EPP in pay periods 15 – 19. Pay period 15, Pay period 17, and Pay period 19 of the year 2012 were the first pay period of those months when the pay period occurred. If the customer selects either of these pay periods they will not receive a '064' suspense error ("Action can't be processed – Delete send to Future").

Example #2

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☐ **Administrative Web Systems Branch (AWSB) Requirements**	
"Not Applicable"	
☐ **Human Resources Applications Branch (HRAB) Requirements**	
"Not Applicable"	
Signature of Systems Requirements Branch Chief: Cherie Landry /s/	**Date:** 03/25/13
Signature of Web Requirements Branch Chief: /s/ Ronald Douglas	**Date:** 06/28/13