

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 624617	Project Title: Automation of SPPS e-mails to User Agencies	Date Prepared: 08-29-13

Scope:	Modify Special Payroll Processing System (SPPS) to automatically notify external customers who provide an email address in the contact person section of SPPS by a scripted e-mail when SPPS transactions are complete by NFC only.
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Functional Requirements	
<input checked="" type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements	"Not Applicable"
<input type="checkbox"/> Personnel Applications Systems Branch (PESB) Requirements	"Not Applicable"
<input type="checkbox"/> Administrative Applications Systems Branch (AASB) Requirements	"Not Applicable"
<input checked="" type="checkbox"/> Payroll Web Systems Branch (PWSB) Requirements	<p>Modify Special Payroll Processing System (SPPS) to automatically notify external customers who provide an email address in the contact person section of SPPS by a scripted e-mail when SPPS transactions are complete by NFC only. This Script should read as follows and should only be sent out when the SPPS status code change to "1" which means a payment is processed:</p> <p>Mr./Ms. <u>Agent's last name</u>,</p> <p>Your request entered through SPPS Web for <u>employee name</u> has been completed. PLEASE DO NOT REPLY TO THIS E-MAIL. If there are any questions in reference to the above-mentioned request, please call the NFC Contact Center at 1-855-NFC4GOV (1-855-632-4468).</p> <p>Thank You</p>
<input type="checkbox"/> Administrative Web Systems Branch (AWSB) Requirements	"Not Applicable"
<input type="checkbox"/> Human Resources Applications Branch (HRAB) Requirements	"Not Applicable"

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Signature of Systems Requirements Branch Chief:	Date:
Signature of Web Requirements Acting Branch Chief: Alan Bowman /s/	Date: 08-29-13