

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
<b>Functional Requirements Document (FRD)</b>		
<b>Project#</b> 868776	<b>Project Title:</b> The Collection of Delinquent Debts from Cash Awards	<b>Date Prepared:</b> Sept. 8, 2014

<b>Scope:</b>	The scope of this project requires modification to the ABCO, AJDP, PAYE and SOAP systems to take deductions from any cash awards, received by on-role employees, to repay delinquent ABCO debts.
<b>Assumptions:</b>	<p>The Employee Debt Management Improvement Initiative is an effort, led by the U.S. Department of Treasury to decrease the amount of employee debt owed to agencies of the federal government. This document addresses a segment of the modifications to the system functions which were included as part of <b>project# 291013 – Collection Strategy Improvements – Group 1</b> and were set to be implemented in <b>PP17, 2014</b>.</p> <p>The requesting agency notified NFC, that they would not be equipped to go forward with this piece of the project and asked to delay implementation until a later pay period. (PP22, PP23 and PP24). Because the agency did not want to halt the execution of the remaining portions, it was determined that this piece would be taken out of the 291013 project and implemented separately to accommodate the agency's request.</p> <p>This document assumes that that following projects have been completed:  <b>Multiple Debt Collection Project (291008) which was implemented in PP06, 2014, ABCO Database Change Project (291013) which was implemented in PP07, 2013 and Collection Strategy Improvements – Group 1 (291013) which is scheduled for PP17, 2014.</b></p>
<b>Test:</b>	

<b>Functional Requirements</b>
<input checked="" type="checkbox"/> <b>Payroll Applications Systems Branch (PASB) Requirements</b>
<b><u>Adjustment Processing System (ADJP)</u></b>  This system will take the data in the PAYEADJP copy member, sent by ABCO, and use this to build an additional field into the body and the receipt account extension of the payroll data record. The field descriptors for any applicable programs will be modified. This file will be sent to PAYE for processing.
<b><u>Payroll Processing System (PAYE)</u></b>  This system will read the payroll data file received from ADJP. When the single character indicator field is a 'Y' value, this identifies the receipt debt as delinquent. PAYE will check the employee payroll data for any available cash awards. When cash awards are present, deductions will be taken, up to 100% of the cash awards value, and credited toward the balance amount of the receipt account debt. In the event there are multiple receipt records, PAYE will deduct from the award to satisfy the balance of the first debt. Any remaining balance for the cash award will then be deducted and applied to the balance of the other debts. These deductions will be taken after applicable taxes, which may result in a zero balance for the cash award. The deductions will be recorded as a standard garnishment in the PAYE012 file which is returned to ABCO to record the deductions.

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"Not Applicable"

## Administrative Billing and Collection (ABCO)

When an ABCO receivable record meets the following criteria:

- OR**

- OR**

1. The element DELINQUENT-INDICATOR = 'Y' **AND**
2. The element DELINQUENT-CNT = 001 **AND**
3. The element GRACE-PERIOD-CNT = ZEROS

"Not Applicable"

## Salary Offset Agency Process (SOAP)

"Not Applicable"

Date: 10/02/2014

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