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

Functional Requirements Document (FRD)		
Project#290996 (CR15479-1)	Project Title: Debt Management Enhancements to Employee Personnel Page (EPP) – Employee Debt Summary Page	Date Prepared: Oct 23, 2013

Version 1.0   **As of: 9/24/14**
(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 scope of this project is to construct the Employee Debt Summary Page within the Employee Personal Page (EPP) application. This tool will give users a snap shot of the debt and collection history for third party receipt and receivable account debts in the EARN and ABCO database.
Assumptions:	Successful implementation of this project assumes that the projects **Collection of Multiple Debt (291008) scheduled for PP06, 2014, Collection Strategy Improvements (Group1 – 291013), scheduled for PP17, 2014; ABCO RA 21 FEHB Bills in SPPS (370252) scheduled for PP04, 2014** and **Add New Elements to ABCO database (291013) which occurred PP07, 2013** have been implemented.
Test:	

Functional Requirements

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

Statement of Earnings & Leave (EARN)

For employees in pay, non-pay or separated status, open receipt account and collection data will be placed in a pipe delimited text format and appended to an existing file. The receipt and collection data will be for receivables of type 27, 30, 33, 40, 50, and 55. The employee's identification number (SS#) is an existing part of this file. The file will be generated once per pay period.

For each receipt record include the value for these elements:

- REC-ACCT-TYPE-CODE (ra-type)
- DEDUCTS-OTHER (deduction-amt)
- COVERED-BY-TA (PP/YR – payment received)
- REC-ACCT-NO (bill #)
- REC-ACCT-BALANCE (recvbl-balance)

The numeric REC-ACCT-TYPE-CODE will be replaced with the equivalent text:

- 27 – CHILD SUPPORT / ALIMONY
- 30 – BANKRUPTCY
- 33 – EDUCATIONAL LIEN
- 40 – PAYROLL AGREEMENT
- 50 – COMMERICAL GARNISHMENT
- 55 – TAX LEVY

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

Administrative Billings and Collections (ABCO)

For employees in pay, non-pay or separated status, ABCO will create a delimited text file, with the collection data for open receivables, of RA-TYPE 01, 02, 06, 07, 15, 16, 21, 22, 28, 90, 91 and those receivables with no value for the RA-TYPE (blank). The file will be generated each pay period, and contain the data for these elements:

From the ABCO-DEBTOR record, the data for these element:

- DEBTOR-ID-1-9
- DEBTOR-ID-10-16

From the ABCO-RECEIVABLE record, the data for these elements:

- BILL-NO-1-9
- DATE-BILL-AGING
- DATE-LAST-PAYMENT
- DELINQUENT-IND
- ORIGINAL-RECVBL-AMT
- INTEREST-PAID
- PENALTIES-PAID
- ADMIN-COST-PAID
- REPAY-AGREEMENT-IND
- GARNISH-PP-AMT
- EST-PAY-OFF
- HARDSHIP-IND
- DATE-HARDSHIP-REVIEWED
- GRACE-PERIOD-BEGAN
- OVERRIDE-IND
- GRACE-PERIOD-CNT
- SAC-AG
- BILL-NO- 10
- LAST-PAYMENT-AMOUNT
- DATE-DELINQUENT
- INTEREST-BALANCE
- PENALITIES - BALANCE
- ADMIN-COST-BALANCE
- RECVBL-BALANCE
- RA-TYPE
- DATE-PROCESSED
- DATE-AGREEMENT-EFF
- GARNISH-ESTIMATE-AMT
- DATE-STATUS
- STATUS-CD
- EST-PAYPERIOD-PAYOFF
- DATE-HARDSHIP-PROCESSED
- PAYMENT-FREQ

The value PRINCIPAL-PAID will be calculated and appended to the file for each receivable.

When the receivable is for an RA-TYPE of 21 or 28 or 35, these elements will be included:

- CHARGE-PERIOD-BEGAN
- CHARGE-PERIOD-END
- CHARGE-YEAR-BEGAN
- CHARGE-YEAR-END

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

Employee Personnel Page (EPP)

Each billing cycle, the EPP system will receive a delimited file from ABCO, containing receivable and collection data for employees in pay, non-pay or separated status. Existing EARN files, which are sent to EPP, will hold the receipt account and collection data for commercial (third party) receivables. This debt information will be extracted from the files, organized and viewed in the **Employee Debt Summary Page**.
(See Figure A, B; Page 16-17)

This document will be found by selecting the link **Debt Management**, located beneath the menu item **Personal Info**. Those employees, who are separated, are permitted in login to EPP for ninety (90) days after the date of separation.
(See Figure 1; Page 18)

I. Debt Management Tab

Those with debts will see the **Debt Summary Statement Screen (See Section 8.4, Figure 1)** after selecting the **Debt Management** link. For individuals with no uncollected debt, this link will be hidden from view.

For each ABCO debt, excluding receipt debts, the user will see the bill number and bill type (concatenated & hyperlinked), the notification date (value of the element DATE-BILL-AGING), the original balance of the receivable and the current receivable balance. When the notification date is blank, the * symbol will be shown for notification date. These values will be formatted as columns.

For each receipt debt, the user will see the bill number and bill type (concatenated & hyperlinked), the notification date (with the ~ symbol), and the current balance of the debt. These values will be formatted as columns.

Two disclaimers will appear at the foot of the Debt Summary Statement and will read as follows:

* When the *Notification Date* is blank, a Debt Notification has not bee issued because of insufficient pay or non-pay status. Once earnings are sufficient, a Debt Notification will be issued. Debts of $50 dollars or less will be automatically deducted from your next available pay check.

~ **The National Finance Center does not provide notice of this debt.**
(See Figure 2, B; Page 19)

II. Debt and Collection Details Screen

Selecting the bill number / bill type hyper link, will take the user to a page which will display detailed information about the debt and its most recent collection. The debt information is restricted based upon the value of the elements DATE-BILL-AGING and/or the element DELINQUENT-IND.

A clickable link to the USDA/NFC Pay.gov application, which will open in a new tab or window, will appear at the top of the page. This link is included if the debtor wishes to make an electronic payment. **This link will only be visible to employees of the Internal Revenue Service (IRS). For all other agencies this link will be hidden.** Each debt record will have a clickable link at the foot of the document and below the disclaimers, which will read **"TOP "**. This link will take the user to the top of the debt details screen.
(See Figure 3, B; Page 20-23)

A. Salary Offset Debts (ADJP) – ABCO Only

When these elements have the following values:

* Open = 1
* RA-TYPE **NOT** 21 or 28
* Notification Date (DATE-BILL-AGING) has a value.
* Delinquent Ind = No

Display the value of these elements for the debt on the details screen:

* Bill Number / Bill Type
* Notification Date
* Date Established
* Original Balance
* Current Balance
* Principal Paid
* Repayment Agreement
* Date Effective
* Payment Frequency
* Estimated Date Payoff
* Estimated PP Payoff
* Interest Balance / Interest Paid
* Admin Cost Balance / Admin Cost Paid
* Penalties Balance / Penalties Paid
* Amount of Last Payment
* Date of Last Payment
* Status
* Date Status

 ****

When these elements have the following values:

* Open = 1
* RA-TYPE **NOT** 21 or 28
* Notification Date (DATE-BILL-AGING) is blank.
* Delinquent Ind = No

Display the value of these elements for the debt on the details screen:

- Bill Number /Bill Type
- Notification Date with * as its value
- Date Established
- Original Balance
- Current Balance
- Repayment Agreement
- Date Effective
- Payment Frequency
- Estimated Date Payoff
- Estimated PP Payoff
- Status
- Date Status

A disclaimer will appear at the foot of the debt details with this verbiage:

* When the *Notification Date* is blank, a Debt Notification has not been issued because of insufficient pay or non-pay status. Once earnings are sufficient, a Debt Notification will be issued. Debts of $50 dollars or less will be automatically deducted from your next available pay check.

****

When these elements have the following values:

- Open = 1
- RA-TYPE **NOT** 21 or 28
- Delinquent Ind= Yes.

Display the value of these elements for the debt on the details screen:
- Bill Number / Bill Type
- Notification Date
- Delinquent Ind
- Date Delinquent
- Override Ind
- Date Established
- Original Balance
- Current Balance
- Principal Paid
- Grace Period Cnt
- Date Grace Period Began
- Repayment Agreement
- Date Effective
- Payment Frequency
- Estimated Date Payoff
- Estimated PP Payoff
- Interest Balance / Interest Paid

- Admin Cost Balance / Admin Cost Paid
- Penalties Balance / Penalties Paid
- Amount of Last Payment
- Date of Last Payment
- Status
- Date Status

When the element Date Hardship Processed has a value, include these values after the value of Payment Frequency:

- Hardship Ind
- Date Hardship Processed
- Date Hardship Reviewed

B. FEHB Debts – ABCO Only

When these elements have the following values:

- Open = 1
- RA-TYPE = 21 or 28
- Notification Date (DATE-BILL-AGING) is blank.
- Delinquent Ind = No.

Display the value of these elements for the debt on the details screen:
- Bill Number / Bill Type
- Notification Date with * as its value
- Date Established
- Original Balance
- Current Balance
- Charge Period Began / Charge Year Began
- Charge Period End / Charge Year End
- Repayment Agreement
- Date Effective
- Payment Frequency
- Estimated Date Payoff
- Estimated PP Payoff
- Status
- Date Status

Two disclaimers will appear at the foot of the debt details with this verbiage:

* When the *Notification Date* is blank, a Debt Notification has not been issued because of insufficient pay or non-pay status. Once earnings are sufficient, a Debt Notification will be issued. Debts of $50 dollars or less will be automatically deducted from your next available pay check.

This FEHB debt may be systemic, with an accruing balance or established at the request of your agency.

Please contact your Agency's servicing Human Resource Office for further assistance.

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When these elements have the following values:

- Open = 1
- RA-TYPE = 21 or 28
- Notification Date (DATE-BILL-AGING) has a value.
- Delinquent Ind = No

Display the value of these elements for the debt on the details screen:
- Bill Number / Bill Type
- Notification Date
- Date Established
- Original Balance
- Current Balance
- Principal Paid
- Charge Period Began / Charge Year Began
- Charge Period End / Charge Year End
- Repayment Agreement
- Date Effective
- Payment Frequency
- Estimated Date Payoff
- Estimated PP Payoff
- Amount of Last Payment
- Date of Last Payment
- Status
- Date Status

A disclaimer will appear at the foot of the debt details with this verbiage:

> **This FEHB debt may be systemic, with an accruing balance or established at the request or your agency. Please contact your Agency's servicing Human Resource Office for further assistance.**

****

When these elements have the following values:
- Open = 1
- RA-TYPE = 21 or 28
- Delinquent Ind= Yes.

Display the value of these elements for the debt on the details screen:

- Bill Number / Bill Type
- Notification Date
- Delinquent
- Date Delinquent
- Override Ind
- Date Established
- Grace Period Cnt
- Date Grace Period Began
- Original Balance
- Current Balance
- Principal Paid
- Charge Period Began / Charge Year Began
- Charge Period End / Charge Year End
- Repayment Agreement
- Date Effective
- Payment Frequency
- Estimated Date Payoff
- Estimated PP Payoff
- Amount of Last Payment
- Date of Last Payment
- Status
- Date Status

A disclaimer will appear at the foot of the debt details with this verbiage:

This FEHB debt may be systemic, with an accruing balance or established at the request of your agency. Please contact your Agency's servicing Human Resource Office for further assistance.

****

When the element Date Hardship Processed is not zeroes or spaces, include these values after the value for Payment Frequency:

- Hardship Ind
- Date Hardship Processed
- Date Hardship Reviewed

D. Commercial (Receipt Account) Debts

For receipt (third party) debts display these values:

- Bill Number / Bill Type with ∼ symbol

- Notification Date (blank)
- Current Balance
- Amount of Last Payment
- Date of Last Payment

A disclaimer will appear at the foot of the debt details with this verbiage:

~ The National Finance Center does not provide notice for this debt.

Signature of Systems Requirements Branch Chief:	Date:
Brian Sanford (Acting) /s/	4/24/14

Signature of Web Requirements Branch Chief:	Date:
Alisa R. Wells (Chief) /s/	4/24/14

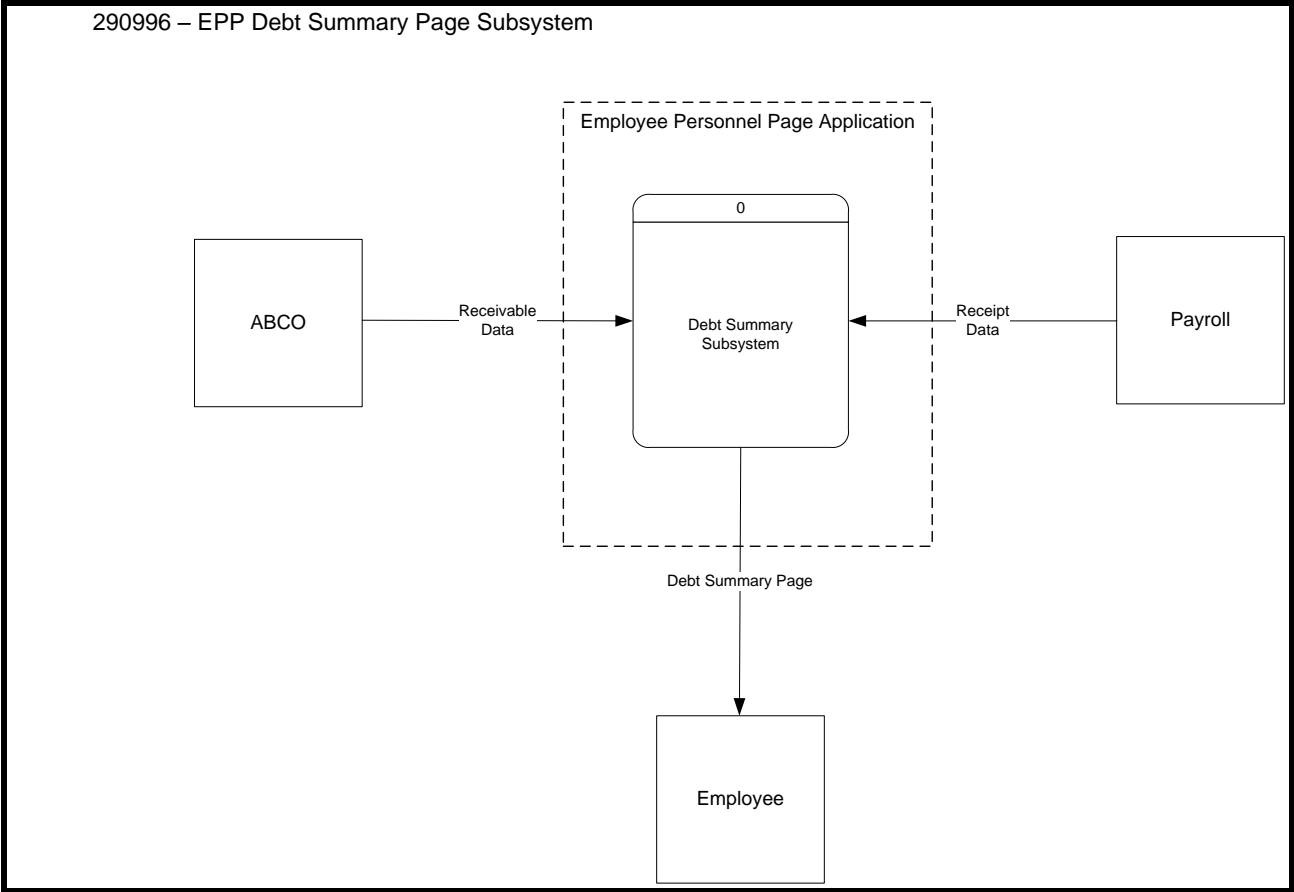| Functional Requirements Document (FRD)		
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AGENCY FRD Checklist

To be completed by Agency and returned to NFC with signed FRD. Questions should be directed to the appropriate NFC Client Management Branch Team Mailbox (CSR Contact Information is listed on Page 1.)

Tasks	Yes	No	Comments
1. Decide if agency will participate in User Acceptance Testing (UAT). If not, provide waiver.			
2. Provide name of agency UAT Contact. (Person to provide SSNs to be tested, T&As, Security Requests, etc. to NFC (Requestor, APO, and/or the Agency Contact)			
3. Submit testing requirements. (Testing requirements include identifying the systems/applications to be tested (HCUP, PAYE Process, etc), the NOA that will be used, the test results you are expecting (Earnings & Leave Statements, SF-50s, Biweekly Examination Analysis and Reporting (BEAR) Download, Reports, etc).			
4. Notified NFC if agency decides not to proceed with the request. Cancellations must be sent to NFC.GESDRequest@USDA.GOV			

I have read and concur with the functional requirements as outlined in the FRD.

Authorized Department / Agency Signature: Date: 10/16/2014
Shavon L. Butler

(Return the signed FRD to NFC two (2) weeks from date received.)

Please Read Before Signing:

GESD/CMB will provide the FRD to the Agency Representative (Requestor, APO, and/or the Agency Contact) to ensure software requirements for application modifications, reconfigurations, and redevelopments are properly understood by GESD's Staff, and to obtain preliminary customer approval of the continuation of work on the request. The signed FRD does not authorize funding for the request.

Requests to modify this FRD could delay assigning a Scheduled Release date or could result in changing an already proposed Scheduled Release date. Change requests should be made in concert with the NFC Project Owner so that requirements and the revised scope of the software change can be understood by both parties. Unilateral changes to the FRD are not acceptable.

Please note, continuation of work on this request does not begin until customer approval has been received, and the interagency agreement has been approved and signed.

When requesting a revised implementation date, please be sure to factor in adequate time for User Acceptance Testing (UAT), to ensure a timely implementation of your request.

Requests to revise the Scheduled Release date will be addressed on a project by project basis and current Scheduled Release considerations will be a factor when evaluating these requests.

290996 – EPP Debt Summary Page Subsystem

Employee Personnel Page Application

ABCO

Receivable Data

0

Debt Summary Subsystem

Receipt Data

Payroll

Debt Summary Page

Employee

Figure A: EPP Debt Summary Page DFD – Level 0
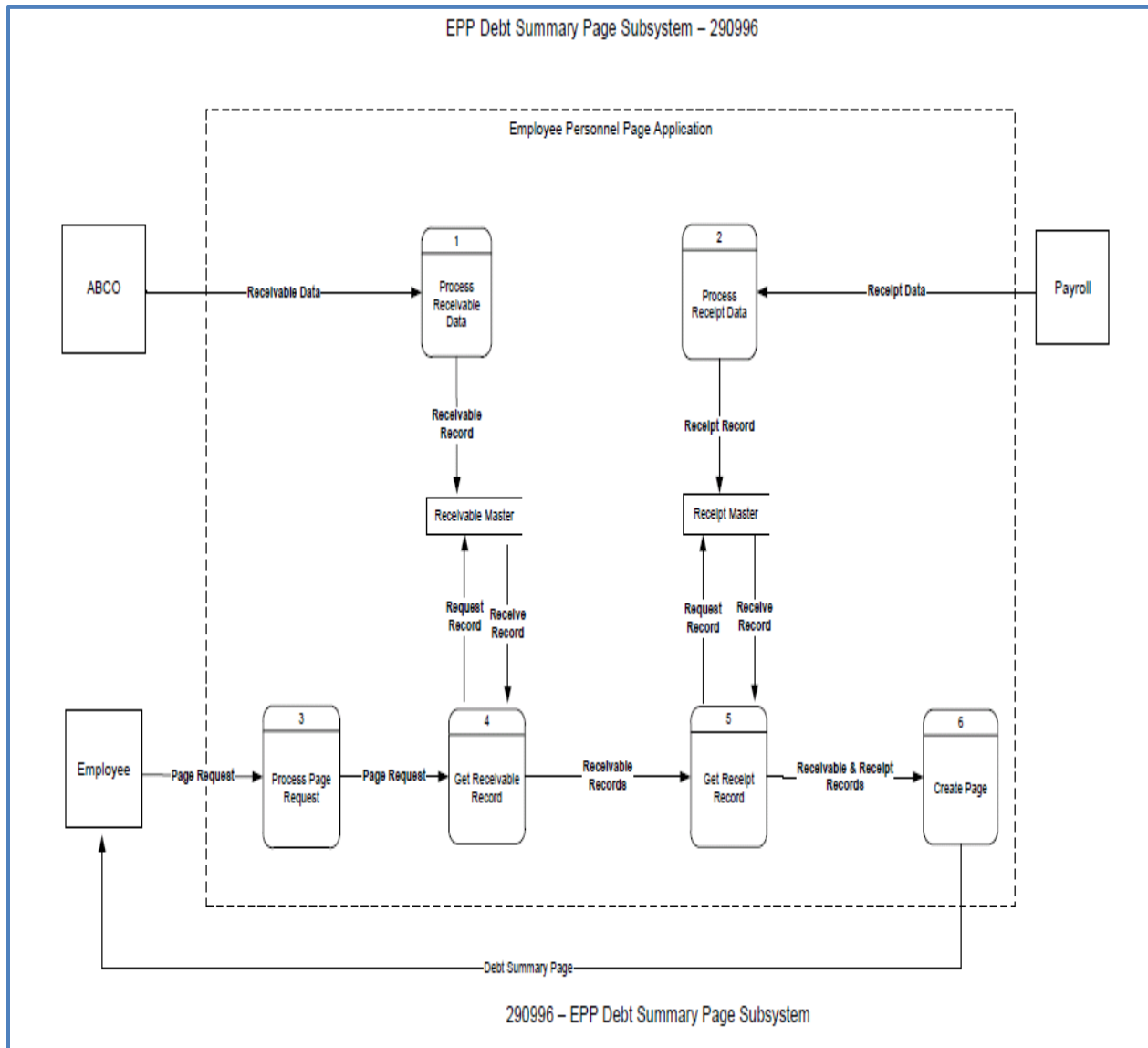
Figure B: EPP Debt Summary Page DFD – Level 1
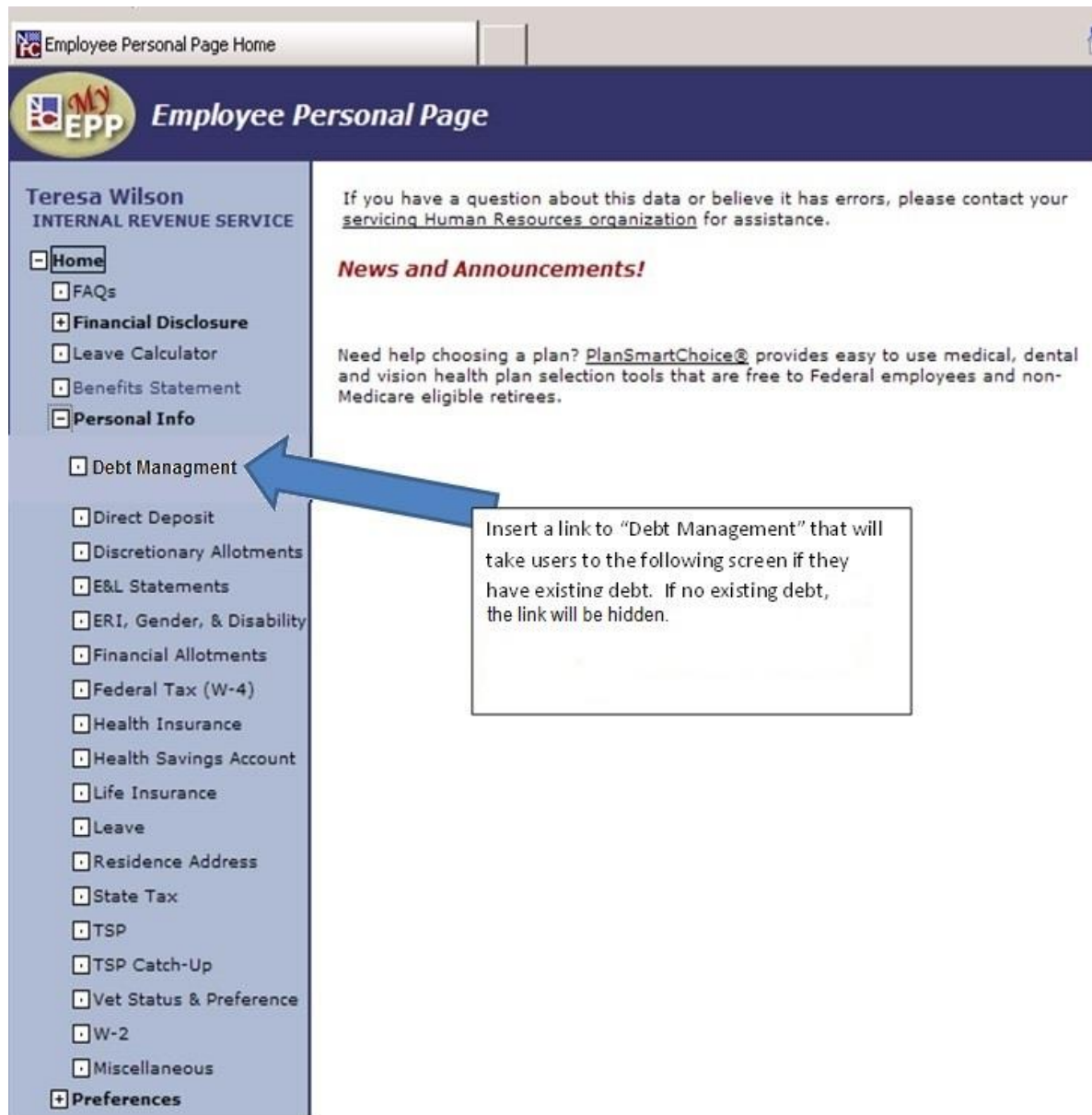
Figure 1: EPP MENU with the DEBT MANAGEMENT LINK

```
Debt Summary Statement as of XX-XX-XXXX
John Doe
Below is a list of your current outstanding salary overpayments and/or
Federal Employees Health Benefits (FEHB) debts.  Questions should be
directed to your servicing payroll office.
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Bill Number and Type	Notification Date	Original Balance	Current Balance
133OW3332-FEHB RELATED	*	$3,014.96	$3,014.96
215205571-CORRECTED T & A	*	$96.39	$96.39
710101333-FEHB RELATED	04/01/2008	$2,863.66	$422.81
112103341-CORRECTED T & A	03/24/2012	$704.91	$704.91
121209678-PAYROLL ADJUSTMENT	12/08/2011	$214.34	$30.63
2167W0020-CHILD SUPPORT	~	$1,128.93	$1,129.87

* When the ***Notification Date*** is blank, a Debt Notification has not been issued because of insufficient pay or non-pay status. Once earnings are sufficient, a Debt Notification will be issued. Debts of $50 or less will automatically be deducted from your next available pay check.

~ **The National Finance Center does not provide notice of this debt.**

Figure 2: DEBT SUMMARY STATEMENT SCREEN

Figure 3: DEBT AND COLLECTION DETAILS

Payments can be made online with **Pay.gov**

Bill Number and Type: 133OW3332-FEHB
Notification Date: *
Date Established: 12/12/12
Original Balance: $3,014.96
Current Balance: $3,014.96
Period Covered Begins: PP 08/2012   (1st entry on ABCO screen pf11)
Period Covered Ends:
Repayment Agreement on File: Regulatory
Date Eff: 11/11/12
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Status: Active   (modified translation of Status and/or Claims codes to be provided later)
Date Status: 12/12/12

      *   A Debt Notification has not been issued because you have insufficient pay or are in a non-pay status. Once your earnings are sufficient, a Debt Notification will be issued.

      This FEHB debt may be systemic, with an accruing balance or established at the request of your agency. Please contact your Agency's servicing Human Resource Office for further assistance.

   <u>**TOP**</u>

   Bill Number and Type: 133oW3332-FEHB RELATED
   Notification Date: *
   Date Established: 12/12/12
   Original Balance: $2,000.00
   Current Balance: $1,500.00
   Period Covered Begins: PP09, 2012
   Period Covered Ends: PP10, 2013
   Repayment Agreement on File: Regulatory
   Date Eff: 11/11/12
   Estimated Payoff Date: 04/01/2008
   Estimated Payoff PP: 03, 2008
   Status: Active
   Date Status: 12/12/12

      *   A Debt Notification has not been issued because you have insufficient pay or are in a non-pay status. Once your earnings are sufficient, a Debt Notification will be issued.

      This FEHB debt may be systemic, with an accruing balance or established at the request of your agency. Please contact your Agency's servicing Human Resource Office for further assistance.

   <u>**TOP**</u>

   Bill Number and Type: 215205571-CORRECTED T & A
   Notification Date: 1/8/12
   Date Established: 12/12/12
   Original Balance: $96.39
   Current Balance: $96.39
   Repayment Agreement on File: (Yes/No)
   Date Eff: 11/11/12
   Estimated Payoff Date: 04/01/2008

Estimated Payoff PP: 03, 2008
Status: Active
Date Status: 12/12/12
   <u>**TOP**</u>

Bill Number and Type: 215205571-CORRECTED T & A
Delinquent: No
Notification Date: *
Date Established: 12/12/12
Original Balance: $96.39
Current Balance: $96.39
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Repayment Agreement on File: (Yes/No)
Date Eff: 11/11/12
Status: Active
Date Status: 12/12/12

        *   A Debt Notification has not been issued because you have insufficient pay
            or are in a non-pay status. The Notification Date will be populated when
            the debt notification has been issued.

   <u>**TOP**</u>

Bill Number and Type: 710101333-FEHB
Delinquent: **Yes**
Date Delinquent: 11/10/12
Override Delinquency: (Yes/No)
Notification Date: 04/01/2008
Date Established: 03/01/2008
Grace Period Received: Yes
Date Grace Period Began: 01/12/2008
Period Covered Begins: PP 07/2007   (1st entry on ABCO screen pf11)
Period Covered Ends: PP 08/2008   (last entry on ABCO screen pf11)
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Original Balance: $2,863.66
Current Balance: $422.81
Principal Paid: $2,440.85.
Last Payment Amount: $50.00
Date Last Payment: 08/06/2012
Repayment Agreement on File: Regulatory
Date Eff: 11/11/12
Status: Wavier Requested
Date Status: 12/12/12

  This FEHB debt may be systemic, with an accruing balance or established at the request of
  your agency. Please contact your Agency's servicing Human Resource Office for further
  assistance.

   <u>**TOP**</u>

Bill Number and Type: 133oW3332-FEHB RELATED
Delinquent: No
Notification Date: 04/01/2008
Date Established: 03/13/13
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Original Balance: $2,000.00
Current Balance: $1,500.00

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Principal Paid: $350.00
Period Covered Begins: PP09, 2012
Period Covered Ends: PP10, 2013
Last Payment Amount: $100.00
Date Last Payment: 08/12/12
Repayment Agreement on File: Regulatory
Date Eff: 11/11/12
Status: Active
Date Status: 12/12/12

This FEHB debt may be systemic, with an accruing balance or established at the request of your agency. Please contact your Agency's servicing Human Resource Office for further assistance.

TOP

Bill Number and Type: 112103341-CORRECTED T & A
Delinquent: No
Notification Date: 04/01/2008
Date Established: 3/24/2012
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Original Balance: $704.91
Current Balance: $704.91
Principal Paid: $350.00
Last Payment Amount: $0.00
Date Last Payment: 08/12/12
Repayment Agreement on File: (Yes/No)
Date Eff: 11/11/12
Status: Active
Date Status: 12/12/12

TOP

Bill Number and Type: 710101333-FEHB
Delinquent: Yes
Date Delinquent: 11/10/12
Override Delinquency: (Yes/No)
Notification Date: 04/01/2008
Date Established: 04/01/2008
Grace Period Received: Yes
Date Grace Period Began: 01/12/2008
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Period Covered Begins: PP 07/2007
Period Covered Ends: PP 08/2008
Original Balance: $2,863.66
Current Balance: $422.81
Principal Paid: $2,440.85
Last Payment Amount: $50.00
Date Last Payment: 08/06/2012
Repayment Agreement on File
Date Eff: 11/11/12
Status: Hold Requested by NFC
Date Status: 12/12/12

This FEHB debt may be systemic, with an accruing balance or established at the request of your agency. Please contact your Agency's servicing Human Resource Office for further assistance.

TOP

Bill Number and Type: 133oW3332-FEHB RELATED
Delinquent: **Yes**
Date Delinquent: 11/10/12
Override Delinquency: (Yes/No)
Notification Date: 04/01/2008
Date Established: 03/13/13
Grace Period Received: Yes
Date Grace Period Began: 01/12/2008
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Original Balance: $2,000.00
Current Balance: $1,500.00
Principal Paid: $350.00
Period Covered Begins: PP09, 2012
Period Covered Ends: PP10, 2013
Last Payment Amount: $100.00
Date Last Payment: 08/12/12
Repayment Agreement on File: Regulatory
Date Eff: 11/11/12
Status: Hold Requested by Agency
Date Status: 12/12/12

This FEHB debt may be systemic, with an accruing balance or established at the request of your agency. Please contact your Agency's servicing Human Resource Office for further assistance.

TOP

Bill Number and Type: 112103341-CORRECTED T & A
Delinquent: **Yes**
Date Delinquent: 11/10/12
Override Delinquency: (Yes/No)
Notification Date: 04/01/2008
Date Established: 3/24/2012
Grace Period Received: Yes
Date Grace Period Began: 01/12/2008
Original Balance: $704.91
Current Balance: $704.91
Estimated Payoff Date: 04/01/2008
Estimated Payoff PP: 03, 2008
Principal Paid: $350.00
Interest Charged/Paid:
Penalties Charged/Paid:
Administrative Fees Charged/Paid:
Last Payment Amount: $0.00
Date Last Payment: 08/12/12
Repayment Agreement on File: (Yes/No)
Date Eff: 11/11/12
Status: Active
Date Status: 12/12/12

TOP

Bill Number and Type: 121209678-TAX LEVEY ~
Notification Date:
Current Balance: $30.63
Last Payment Amount: $183.71
Date Last Payment: 12/13/2011

~ The National Finance Center does not provide notice for this debt.

TOP