



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

Functional Requirements Document (FRD)

Project# 421130	Project Title: Earning and Leave Statement Reformatting	Date Prepared: 08-19-14
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Scope:	<p>To modify the Statement of Earnings and Leave for better tracking and usage of various leave categories. The modifications will include the addition of the following leave categories:</p> <ul style="list-style-type: none">• Credit hours - Display balance only• Religious Comp hours - Display balance only• Travel Comp hours - display balance <p>The used and accrued fields will be grayed out until populated in a future phase.</p>
Assumptions:	<ul style="list-style-type: none">• In a future phase the Statement of Earnings and Leave will be modified to display the remaining leave categories: <p>Credit hours - Used and Accrued hours Religious Comp hours - Used and Accrued hours Travel Comp hours - Used and Accrued hours Military Hours - Accrued only Time off Awards hours - Used, Accrued, and Balance hours Restored A/L hours - 1st year, 2nd year, 3rd year, and Balance hours.</p>
Test:	

Functional Requirements

☒ Payroll Applications Systems Branch (PASB) Requirements

Modify the Earnings and Leave Statement system (EARN) to remove the Bond references and display the following leave categories instead.

- **Credit Hours** - Balance only
- **Religious Comp** - Balance only
- **Travel Comp** - Balance only

Please see attached Example Exhibit "A"

☐ Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

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<input type="checkbox"/> Administrative Applications Systems Branch (AASB) Requirements
"Not Applicable"
<input checked="" type="checkbox"/> Payroll Web Systems Branch (PWSB) Requirements
Modify the Employee Personal Page (EPP) to display the leave fields below that are captured from EARN and are displayed on the revised E&L Statement: <ul style="list-style-type: none"> • Credit Hours - Balance only • Religious Comp - Balance only • Travel Comp - Balance only
<input type="checkbox"/> Administrative Web Systems Branch (AWSB) Requirements
"Not Applicable"
<input type="checkbox"/> Human Resources Applications Branch (HRAB) Requirements
"Not Applicable"
Signature of Systems Requirements Acting Branch Chief: Dennis Laughlin /s/ Date: 08-19-14
Signature of Web Requirements Branch Chief: Alisa R. Wells /s/ Date: 08-19-14