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

Functional Requirements Document (FRD)		
Project# 796231	**Project Title:** City and County Tax Percentage Method	**Date Prepared:** 06-13-14

Scope:	Modify SPPS to calculate City and County tax by using Tax Calculations prescribed by each City and County instead of using a 2% Flat Rate.
Assumptions:	
Test:	

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**

For all "Adjustment Types" in the Special Payroll Processing System (SPPS-Web) remove the "Flat Rate" for City and County tax deduction and make "Tax Calc" for City and County the default deduction if applicable. This modification will allow the employee to pay taxes based on the prescribed rates of each City and County rather than a 2% flat rate.

☐ **Administrative Web Systems Branch (AWSB) Requirements**

"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief: Date:

Signature of Web Requirements Acting Branch Chief: Date:
Alisa R. Wells   /s/   7-09-14