

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

Functional Requirements Document (FRD)

Project# 740381

Project Title: EmpowHR and PPS - FSA-324 Financial Disclosure for County

Date Prepared:
15 May 2014

13 May 2014

Version 2.0 As of: 07 May 2015 (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:	To make changes to the pull down menu within EmpowHR in the position		
	information screen and PPS in the PMSO Individual Position screen		
	regarding Financial Disclosure that is missing the Financial		
	Disclosure form FSA 324 - CONFIDENTIAL STATEMENT REGARDING FINANCIAL		
	INTERESTS AND OUTSIDE EMPLOYMENT (FOR USE BY COUNTY EXECUTIVE		
	DIRECTORS AND COUNTY OPERATIONS TRAINEES) as a pull down value.		
Assumptions:			
Test:	All functionality specified within the FRD will be validated by the		
	Applications Testing Branch (ATB) QA team.		

Functional Requirements			
\square Payroll Applications Systems Branch (PASB) Requirements			
"Not Applicable"			
▼ Personnel Applications Systems Branch (PESB) Requirements			
The Financial Disclosure Form FSA 324 - CONFIDENTIAL STATEMENT REGARDING FINANCIAL INTERESTS AND OUTSIDE EMPLOYMENT (FOR USE BY COUNTY EXECUTIVE DIRECTORS AND COUNTY OPERATIONS TRAINEES) will need to be added to PMSO in the "FIN-DS/PROC-INTG Field". This disclosure will be given sequence #8 with a description of "FSA-324".			
\square Administrative Applications Systems Branch (AASB) Requirements			
"Not Applicable"			
Payroll Web Systems Branch (PWSB) Requirements			
"Not Applicable"			
Administrative Web Systems Branch (AWSB) Requirements			
"Not Applicable"			
₩ Human Resources Applications Branch (HRAB) Requirements			
Issue #1:			
Currently, as we are working on data integrity within USDA, we discovered the pull down			

menu within EmpowHR in the position information screen regarding Financial Disclosure is

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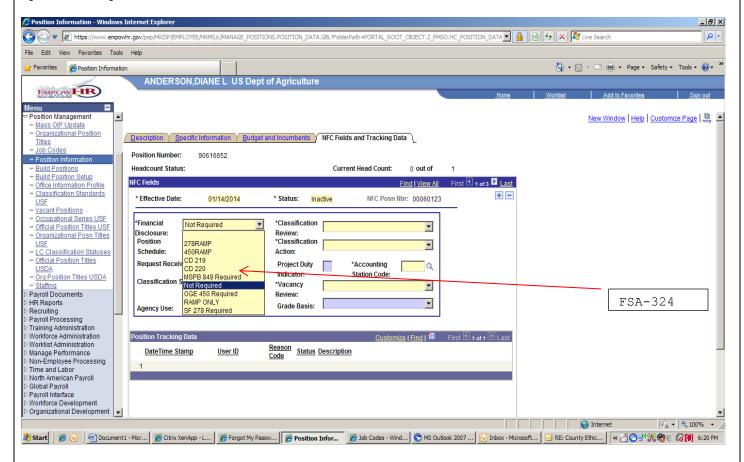
missing the Financial Disclosure form FSA 324 - CONFIDENTIAL STATEMENT REGARDING FINANCIAL INTERESTS AND OUTSIDE EMPLOYMENT (FOR USE BY COUNTY EXECUTIVE DIRECTORS AND COUNTY OPERATIONS TRAINEES) as a pull down option. It is critical, with the integration with eRecruit, that the fields within EmpowHR reflect accurate data.



FSA-324 Financial Disclosure for County

Modification:

Update the pull down menu to include the FSA-324 document value. See below screen shot:



Additional information:

- 1) Define User level security to restrict access to only authorized EmpowHR users.
- 2) Coordinate with contractor support personnel and supporting NFC branches/sections as required during the development, testing, migration, and implementation phases.

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3) Ensure EmpowHR system modifications comply with the requirements of Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C 794) found on http://www.section508.gov.

Signature of Web Requirements Branch Chief: Date: 05/19/15

//S// Alisa R. Wells

Signature of Systems Requirements Branch Chief: Date: 05/19/15

//S//Lisa Stafford

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