

		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

Version 2.0 (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)	As of: 07 May 2015
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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	
<input type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements	
"Not Applicable"	
<input checked="" type="checkbox"/> 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".	
<input type="checkbox"/> Administrative Applications Systems Branch (AASB) Requirements	
"Not Applicable"	
<input type="checkbox"/> Payroll Web Systems Branch (PWSB) Requirements	
"Not Applicable"	
<input type="checkbox"/> Administrative Web Systems Branch (AWSB) Requirements	
"Not Applicable"	
<input checked="" type="checkbox"/> 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:

The screenshot shows the EmpowHR system interface. The left sidebar contains a menu with various options. The main content area displays the 'NFC Fields and Tracking Data' section for a specific position. A red arrow points from a box labeled 'FSA-324' to the 'Financial Disclosure' dropdown menu, which currently shows 'Not Required'. The dropdown menu also lists other options like '278RAMP', '450RAMP', 'CD 219', 'CD 220', 'MSPB 849 Required', 'Not Required', 'OGE 450 Required', 'RAMP ONLY', and 'SF 278 Required'.

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