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

Functional Requirements Document (FRD)		
Project# 809116	**Project Title:** EmpowHR PAR Enhancements for Step and Work Schedule	**Date Prepared:** 12/31/2014

Version 3.0   **As of: 5/12/2015**
(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:	The scope of this project is to update the PAR Processing functionality to have the Step default to blank when a Promotion, Change to Lower Grade or Temporary Assignment action is processed, and to pull the Work Schedule from the prior PAR row rather than the Position Information.
Assumptions:	
Test:	All functionality specified within the FRD will be validated by the Application Testing Branch (ATB) QA team.

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**

"Not Applicable"

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

"Not Applicable"

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

1. **NOAs 713, 702 and 703 will default the Step to ZERO (0) instead of pulling from the previous PAR action.**

2. **The Work Schedule field will pull from the previous PAR action instead of from Position Information for all PAR actions.**

Signature of Web Requirements Branch Chief: **Date:**

Alisa R. Wells /s/   **5/12/2015**