

	United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
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Functional Requirements Document (FRD)		
Project# 720247	Project Title: EmpowHR - Employee is on a Retained Pay PRD; Locality Pay should not be displayed	Date Prepared: 2/24/2015

Version 2.0 As of: 8/5/2015 (Note: The Agency Requesting Official will change the Version number and 'As of' date only when submitting a revised FRD, e.g. Version 1.1)	
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Scope:	Modify EmpowHR programming to exclude the display of Locality Pay and it's computation into the employee's Adjusted Basic Pay when the PAR indicates the employee is on "Retained Pay", a specific Pay Rate Determinant code.
Assumptions:	<ul style="list-style-type: none"> The system modifications specified herein also capture the requested changes documented on Incident 228265: Employee changed from SES to GS and should not receive locality and, Incident 373078: EmpowHR is incorrectly adding locality with PRD K. The changes documented herein will only be applicable to the use of Pay Rate Determinant codes: J, K, R, S, U, V and Y. No affect to the processing or handling of any of the other OPM issued PRD codes should be realized or assumed.

Functional Requirements	
<input type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements	
"Not Applicable"	
<input type="checkbox"/> Personnel Applications Systems Branch (PESB) Requirements	
"Not Applicable"	
<input type="checkbox"/> Administrative Applications Systems Branch (AASB) Requirements	
"Not Applicable"	

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☐ Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"

☐ Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

☒ Human Resources Applications Branch (HRAB) Requirements

When a "Retained Pay" PRD is included on the PAR document, the employee's Adjusted Basic Pay on the compensation tab within EmpowHR should not include Locality pay into its computation nor should a value be displayed in the Locality Pay field. To correct the inaccurate display and computation, modify EmpowHR to: 1) prohibit the display of any value greater than zero in the locality pay field and, 2) prevent the calculation of locality into the employee's adjusted pay when a specific PRD code is included on the PAR. These programming changes shall be developed to execute when an update in the PRD field includes any one of the retained pay PRD's listed in Table 1 below. Any use of the PRD codes in Table 1 below will not be valid when the Pay Plan recorded on the record is "ES". Additionally, system programming will automatically update the STEP field on the compensation to read '00' when the PRD field is changed to any one of the elements listed in Table 1. Once a Table 1 value is included in the PRD field, the ability to update the STEP field from the system changed '00' value will not be allowed.

Table 1: OPM listed Retained Pay PRD codes

PRD Code	PRD Description
J	Retained Pay - Same Position
K	Retained Pay - Different Position
R	Retained Pay - SES Removal
S	Continued SES Basic Pay
U	Retained Grade and Pay - Same Position
V	Retained Grade and Pay - Different Position
Y	NSPS Retained Pay

A system edit will be developed and shall execute upon the save action to ensure the appropriate values are recorded in the fields labeled: "Pay Plan", and "Pay Basis" when the field labeled "Pay Rate Determinant" contains a value of J, K, R, U, V or Y. When one of these PRD codes are

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selected, the Pay Plan must not be 'ES' and the Pay Basis field will indicate "Per Annum". When these conditions are not met, the EmpowHR - Error Message 105 (Fig. 1) will be displayed if the Pay Basis does not equal "Per Annum" and, the EmpowHR - Error Message 106 (Fig. 2) will be displayed if the Pay Plan field indicates 'ES'. In each case that these Error Messages are displayed, the processor will be required to click 'OK' on the message window. The record will not be saved until the indicated errors are corrected.

If upon entering the PAR record, the HR specialist changes the current value in the PRD field back to a value not listed in Table 1 above (from a code listed in Table 1), EmpowHR programming will refresh the STEP field and it will be open for input, display the applicable locality rate and re-compute the Adjusted Basic Pay accordingly, as required by the newly selected PRD value.

Figure 1: EmpowHR - Error Message 105

Doc Type	Code	Message
999	105	Salary Rate Code Invalid for PRD J, K, R, U, V, or Y
Description		
When the Pay Rate Determinant Code field is J, K, R, U, V, or Y , the amount entered in the Salary Rate Code field must be PA (per annum).		

Figure 2: EmpowHR - Error Message 106

Doc Type	Code	Message
999	106	Pay Plan Invalid for use with PRD J, K, R, U, V or Y
Description		
When the Pay Rate Determinant Code field is J, K, R, U, V, or Y , the data entered in the Pay Plan field may not equal 'ES'.		

Signature of Systems Requirements Branch Chief:
Not Applicable

Date:

Signature of Web Requirements Branch Chief:

Date:

/s/ Alisa R. Wells

8/13/2015