

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 809123	Project Title: EmpowHR FEHB Enhancements	Date Prepared: 1/30/2015

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: 8/20/2015
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Scope:	<p>The scope of this project is to make changes to the FEHB Payroll Documents 2809 and 2810.</p> <p>For Payroll Document 2809:</p> <ul style="list-style-type: none"> When an Enrollment is inserted on top of an existing row, all of the fields on the document will be cleared rather than being pulled forward. <p>For Payroll Document 2810:</p> <ul style="list-style-type: none"> When the Transfer Action is set to "Transfer In", Dependent data and information on other insurance coverage will no longer be required. When the Transfer Action is set to "Transfer Out", the "New Payroll OFC or Retirement" field will be required.
Assumptions:	
Test:	All functionality specified within the FRD will be validated by the Application Testing Branch (ATB) QA team.

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

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☐ 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

1. If the Transaction Code field is set to "TransferIn" on the 2810, then Dependent data shall not be required.

The screenshot shows the 'Dependents' tab selected. A red arrow points from the 'Dependents' tab to the 'Transaction Code' field, which is set to 'TransferIn' and circled in red. The form includes the following fields:

- Elections** | **Dependents**
- Empl ID: Record 0 SSN
- Health Benefits | Find | View All | First 1 of 2 Last
- *Effective Date: 01/25/2015 | Pay Period: 02 | Date Entered: 02/02/2015
- User ID: EMPOWHR_AB | Transaction Status: InProgress
- ☐ Sent To Insurance Carrier
- Plan Information**
- Benefit Plan: 04 | BLUE CROSS AND BLUE SHIELD
- Coverage Code: 4 | Self Only
- Transaction Information**
- Transaction Code: TransferIn (circled in red)
- Event Code: Open Season | Preferred Telephone Number: 0000000000
- Email Address:
- Medicare And Other Insurance Information**
- Medicare A: ☐ Medicare B: ☐ Medicare D: ☐ Medicare Claim #

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2. If the Transaction Code field is set to "TransferIn" on the 2810, then the "Is Employee covered by Insurance Other than Medicare ?" field (Z_OTHER_INS_IND) shall not be required.

Elections Dependents

Empl ID: Record 0 SSN

Health Benefits Find | View All First 1 of 2 Last

*Effective Date: 01/25/2015 Pay Period: 02 Date Entered: 02/02/2015

User ID: EMPOWHR_AB Transaction Status: InProgress

☐ Sent To Insurance Carrier

Plan Information

Benefit Plan: 104 BLUE CROSS AND BLUE SHIELD

Coverage Code: 4 Self Only

Transaction Information

Transaction Code: TransferIn

Event Code: Open Season Preferred Telephone Number: 0000000000

Email Address:

Medicare And Other Insurance Information

Medicare A: ☐ Medicare B: ☐ Medicare D: ☐ Medicare Claim #

* Is Employee covered by Insurance Other than Medicare ?

Tricare: ☐ FEHB: ☐

Other Insurance Name:

Policy Number:

Date Document Signed: 12/07/2007

Event Change Code:

Office Received Date: 12/10/2007

Personnel Contact

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3. When the Transaction Code field is set to "TransferOu" on the 2810 the field "New Payroll OFC or Retirement" (Z_HB_PAYR_OFF) shall be used to capture the POI, and be marked as a required field, requiring a non-blank value.

Plan Information	
Benefit Plan:	<input type="text"/>
Coverage Code:	<input type="text"/>
Transaction Information	
Transaction Code:	TransferOu <input type="text"/> Remarks
Event Code:	<input type="text"/> Preferred Telephone Number: <input type="text"/>
Email Address:	<input type="text"/>
Medicare And Other Insurance Information	
Medicare A:	<input type="checkbox"/> Medicare B: <input type="checkbox"/> Medicare D: <input type="checkbox"/> Medicare Claim # <input type="text"/>
* Is Employee covered by Insurance Other than Medicare ?	
<input type="text"/>	Tricare: <input type="checkbox"/> FEHB: <input type="checkbox"/>
Other Insurance Name:	<input type="text"/>
Policy Number:	<input type="text"/>
Date Document Signed:	<input type="text"/>
Office Received Date:	<input type="text"/>
Personnel Contact	
Name: BURRELL, BERNETTA	
*First	<input type="text"/> Middle <input type="text"/> *Last <input type="text"/> Suffix <input type="text"/>
Authorized Agency Phone Number:	<input type="text"/> Personnel Office Phone Number: <input type="text"/>
Other	
Retro collection by NFC:	<input type="checkbox"/> Pre-Tax FEHB Premium: <input checked="" type="checkbox"/> Temp Employee Pay Full Premium: <input type="text"/>
Is this SF-2809 adding or removing non-tax dependent step-children of a domestic partner?	
<input type="text"/>	
* New Payroll OFC or Retirement	<input type="text"/>

4. When inserting a new health benefits documents (2809) on top of an existing record do NOT bring forward the prior rows data (i.e. all fields that were populated on the previous row will be cleared out on the new row).

Signature of Web Requirements Branch Chief:

Date:

Alisa R. Wells /s/

8/24/2015