Functional Requirements Document (FRD)

Project# 809167	Project Title: EmpowHR Payroll Doc Effective Date	Date Prepared: 3/15/2015

Version 4.0   **As of: 9/22/2015**
(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)

Agency Requested Revised Requirements:

Requirement removed to update the Effective Date field to default to blank on all rows added to EmpowHR Payroll Documents.

Scope:	The scope of this project is add an edit to all Payroll Documents that prevents users from submitting a payroll document with a prior pay period effective date on all EmpowHR Payroll Documents (currently it defaults to the date of entry) including Employee Self Service (ESS) Payroll Documents, but excluding Savings Bonds, MMA Health Benefits, and Flex Spending Account. Modifications to the Health Benefits Payroll Documents will be modified in an IR/SCR in 2015 PP22.
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"

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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**

1. Add an edit to all Payroll Documents that prevents users from submitting a payroll document with a prior pay period effective date, including Employee Self Service (ESS) Payroll Documents, but excluding Savings Bonds, MMA Health Benefits, and Flex Spending Account.

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

Ronald Douglas for Alisa R. Wells /s/   **9/24/2015**