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

Functional Requirements Document (FRD)		
Project# **993839**	**Project Title:** PPS-Add a pop-up screen to EPP's 2809(Premium Conversion)	**Date Prepared:** 04/14/15

Scope:	During the 2013 FEHB open season, employees are allowed to change their FEHB enrollment through EPP (Employee Personal Page). There are several questions on the FEHB enrollment screen that the employees must answer and one of the questions is Premium Conversion. When the employee answers "no" in this field there are tax consequences resulting in their FEHB being taxed.
Assumptions:	

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**

System modifications to add a Pop-up message in EPP on the FEHBA 2809 screen when the employee answers "no" to the question premium conversion. The message will display the following.

By selecting no, your FEHB deductions will be taxed.

Are you sure?" A) **Yes, <u>Please continue</u>**.

B) **No, <u>Stop! Go back over changes and make the appropriate update.</u>**

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☐ **Administrative Web Systems Branch (AWSB) Requirements**
"Not Applicable"
☐ **Human Resources Applications Branch (HRAB) Requirements**
"Not Applicable"
☐ **External Vendor Requirements**
"Not Applicable"
Signature of Systems Requirements Branch Chief: **Date:**
Signature of Web Requirements Branch Chief: /s/ Alisa R. Wells   **Date: 05/12/15**