



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

Functional Requirements Document (FRD)

Project# 310395	Project Title: Rollback & Release of Payroll Documents	Date Prepared: 3/7/2013
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Version 4.0
As of:01/28/2016

(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)

Revised Requirements based on testing:

- When a PAR is rolled back using HR Processing and selecting the "Rollback indicator", the payroll documents: Education (123) and the Professional Certification shall be marked "NOT APPLIED" when they are entered in the EPIC system.
- The following documents were removed from the "Shall be rolled back" list and moved to the "SHALL NOT BE ROLLED BACK" list: 088,089, 095, 096, 097.
- The 121 Locator document is not an EmpowHR document and therefore has been removed from this FRD.
- The 349 Address Payroll Document does NOT get rolled back from PPS, and was moved to the Shall Not Be Rolled Back section.
- The 125 TSP/TSP Roth and 126 TSP Catch Up/TSP Roth Catch Up Payroll documents will be re-processed from the PPS system and therefore were removed from the "Shall be rolled back" list and placed in the "SHALL NOT BE ROLLED BACK" list.
- Additional information on the rolled back documents was added to indicate that Payroll Document has to have Applied on the same pass as the PAR or any pass after the PAR.
- Additional information on the 030 Master File Change and 120 Multi-Element Update Payroll Documents were added to indicate which fields will be rolled back.

Scope:	<p>Currently, when a PAR is rolled back all the payroll documents that applied in the processing pay period are placed on the Worklist with a Transaction Status of Not Applied.</p> <p>The scope of this project is to correctly address the rollback of payroll documents for PAR actions that are rolled back in a processing pay period in EmpowHR. This will involve removing the current rollback process, which will no longer be needed and creating a new program to correctly apply the transaction status to the payroll documents.</p>
Assumptions:	<ul style="list-style-type: none">• PAR actions that are initiated outside of EmpowHR are not addressed in this project.• The worklist will be built according to normal processing of a payroll document.
Test:	Testing will be completed by the Application Testing Branch QA staff.

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Functional Requirements

(Completed by the NFC Project Owner before being sent to the agency.)

Payroll Systems Branch (PASB) Requirements

Not Applicable

Personnel Systems Branch (PESB) Requirements

Not Applicable

Administrative Applications Systems Branch (AASB) Requirements

Not Applicable

Web Applications Systems Branch (WASB) Requirements

Not Applicable

Human Resources Applications Branch (HRAB) Requirements

All Payroll Document types shall be rolled back when an Accession is rolled back.

Depending on the Payroll Document type, when a non-accession PAR action is rolled back during the same pay period that a Payroll Document is applied, the Payroll Document may be rolled back. Additionally, the Payroll Document has to have Applied on the same pass as the PAR or any pass after the PAR.

A program shall be created that will reset the Payroll Document transaction status when a PAR is rolled back within a processing pay period.

- The PAR action shall not determine what payroll documents to rollback.
- The Payroll Document transaction status program shall run during the export process.

A user can create a manual rollback to a PAR action by performing one of the following actions:

- Checking the "Rollback Indicator" on the PAR in HR Processing
 - If a PAR is rolled back in this manner, the Payroll Document transaction status shall be set to "Not Applied".
- Changing a PAR in Correct Applied Action
 - If a PAR is rolled back in this manner, the Payroll Document transaction status shall be set to "NFC Ready", except for Accession actions, which shall be set to "Not Applied".

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- Changing a package in History Override
 - If a PAR is rolled back in this manner, the Payroll Document transaction status shall be set to "NFC Ready".

The following Payroll Documents **shall be rolled back** when a PAR is rolled back during the same pay period as the Payroll Document is applied:

- 030, Master File Change
- 083, Union Dues Mass Change
- 084, Dues Changes Between Locals
- 085, Cancellation Revocation of Union Dues
- 086, Authorization of Labor Organization Dues
- 087, Cancellation of Employee Organization Dues
- 102, Non-Federal Life Insurance
- 103, Non-Federal Retirement
- 104, Non-Federal Thrift Savings
- 120, Multi-Element Update
- 127, Allowances
- 128, Severance Pay - Only if Separation Action
- 130, Federal Tax
- 140, State Tax
- 150, City Tax
- 151, County Tax
- 180, FEHB Enrollment
- 181, FEHB Change
- 185, Non-Federal Flexible Spending Account
- 444, EHRI
- Each Payroll Document shall have tracking applied to the document indicating that the rollback occurred and that the document was reset from "Applied" to "NFC Ready" or to "Not Applied".
- When a 030, Master File Change, is rolled back only the following fields will be rolled back:
 - D00041 - WGI-DUE-CODE
 - D00052 - FEHB-PART-TIME-CONVERAGE-CD
 - D00056 - APPNT-NOA/1ST-AUTH/2ND-AUTH
 - D00072 - DATE-APPT-EFFECTIVE
 - D00077 - ERI-ETHNICITY-RACE-INDICATOR
 - D00078 - FEHB-DATE-EFF
 - D00081 - FEGLI-COURT-ORDER
 - D00086 - FEGLI-ASSIGNMENT-IND
 - D00087 - CITIZENSHIP-CNTRY-CD
 - D00211 - Gender
 - D00212 - Disability Code
 - D00213 - DATE-SCD-RETIRE
- When a 120, Multi Element Update, is rolled back only the following fields will be rolled back:
 - 000012 - Primary Fund Code

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000023 - Longevity Date

000033 - Foreign Diff PCT/TDY Post Diff

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The following Payroll Documents **shall not be rolled back** when a PAR is rolled back during the same pay period as the Payroll Document is applied. The 054 and 056 documents are passed to the ADJP system and never update IRIS:

- 054, Annual Leave Lump Sum (Interim Payments)
- 056, Compensatory Leave Lump Sum (Interim Payments)
- 075, Performance Appraisal
- 088, Charitable Contributions
- 089, Deductions Due to Indebtedness
- 095, Financial Allotment/Health Savings
- 096, Direct Deposit
- 097, TSP Loan Allotment
- 770, SES Performance Appraisal
- 100, Discretionary Allotment
- 123, Education
- 124, Professional Certification
- 125, TSP Election
- 126, TSP Catchup
- 160, Leave Data Transfer
- 165, Restored Annual Leave
- 195, Child Care or Alimony Deduction
- 349, Address

Signature of WRB Chief: /S/; Alisa R. Wells

Date: 01/11/2016