



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

### Functional Requirements Document (FRD)

<b>Project#</b> 1008160	<b>Project Title:</b> EmpowHR - Related Content Implementation for HR Processing	<b>Date Prepared:</b> 5/1/2015
----------------------------	--	-----------------------------------

<b>Scope:</b>	Enable the "Related Content and Related Actions" functionality that was delivered in the latest PeopleTools release to allow EmpowHR users to access the Related Content for Position and Payroll Documents on the HR Processing page.
<b>Assumptions:</b>	

### 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

"Not Applicable"

## Functional Requirements Document (FRD)

<b>Project#</b> 1008160	<b>Project Title:</b> EmpowHR - Related Content Implementation for HR Processing	<b>Date Prepared:</b> 5/1/2015
----------------------------	---	-----------------------------------

### ☐ Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

### ☒ Human Resources Applications Branch (HRAB) Requirements

1. Enable the "Related Content and Related Actions" functionality that was delivered in the latest PeopleTools release to allow EmpowHR users to:
  - a. Access to the Position Information from Position field on the "Job" tab on the HR Processing page.

Favorites Main Menu > PAR Processing > HR Processing

Data Control Personal Data Job Position Compensation Employee

001020-DOE,001020-JOHN Empl ID: 001020 Empl Record:

**Job Data**

Effective Date:	08/14/2011	Transaction# /Seq	1	PAR Status:
NOA Code:	846	Action Type:	Award	Empl Status:
Position:	90483710			Spec1st (Agrl)
NFC Position#	90483710			
Job Code:	039707			Spec1st (Agrl)
Master RCD #	039707			

## Functional Requirements Document (FRD)

<b>Project#</b> 1008160	<b>Project Title:</b> EmpowHR - Related Content Implementation for HR Processing	<b>Date Prepared:</b> 5/1/2015
----------------------------	---	-----------------------------------

- b. Access the Payroll Documents from the Empl ID field on the "Data Control" tab and the "Benefits" tab (as depicted below but to include all payroll documents).

The screenshot displays the 'Data Control' tab for Employee ID 001020. The 'Actions' dropdown menu is open, showing options: Direct Deposit, Health Benefits, Master File Change, Tax Data (highlighted), Thrift Savings Plan, and Thrift Savings Plan - Catch-Up. The main form contains the following fields and values:

- Effective Date: 08/14/2011
- Auth Date: 08/23/2011
- Action: AWD (Award)
- Reason Code: 029 (Indiv Time Off Award)
- NOA Code: 846 (INDIVIDUAL TIME-OFF AWARD)
- PAR Status: PRO
- Agency Type: Federal

Buttons at the bottom include: Print SF-52, Print SF-50, Add/View Attachment, Red Pencil, Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

2. All system modifications shall comply with the requirements of Section 508 of the Rehabilitation Act.

### ☐ External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief:

Date:

Signature of Web Requirements Branch Chief:

Date:

Alisa R. Wells /s/

5/7/2015