



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

Functional Requirements Document (FRD)

Project# 1007910	Project Title: Modify the Reports To List Data	Date Prepared: 30 April 2015
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Version 2.0

As of: 23 May 2016

Scope:	Modify the existing EmpowHR "Reports To List" to reflect both filled and vacant active positions that report to a supervisor. Modify the "Update Reports to" page to show vacant active positions as vacant
Assumptions:	These modifications will be available to all EmpowHR Agencies currently using the Reports To functionality.

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"

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

"Not Applicable"

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☒ Human Resources Applications Branch (HRAB) Requirements

Issue:

The current EmpowHR "Reports To List", while showing employees, does not display vacant active positions that report to the supervisor. The HR user cannot see any active vacant positions. These positions although vacant are active and valid (which should match their POL-Position Organizational Listing).

Modifications:

Modify EmpowHR that when the changes below are implemented, the HR user can navigate to HR Reports>Reports To List and enter the required supervisor ID. The list shall display both filled and vacant active positions currently reporting to the supervisor's position in EmpowHR. **Do not include inactive vacant positions in the list.**

1. Navigate to HR Reports menu group.
2. Select the "Reports To List" component. The "Reports To List" page - "Find an existing value" tab is displayed to locate an existing report.
3. Enter the applicable search criteria.
4. Click "Search". The "Reports To List" page - "List of Report Tos" tab is displayed. This is a read-only page. **Click "Refresh List" to refresh the page.**

Modify "Update Reports To" Page:

1. If "Reports to" position is vacant and active then it shall reflect as vacant on the "Update Reports To" page.
2. "Update Reports to" page shall pull data from the most current Position Row and not the most current PAR Row.
3. All Inactive Positions shall not be displayed on the "Update Reports to" page. Inactive Positions shall not allow an incumbent to be placed into the position.

Position Information Page:

1. Shall not be able to inactivate a position that has other positions reporting to it in EmpowHR.
2. If there is no "Reports to" employee assigned in a vacant active position then the position shall be displayed with no employee name associated with it.

PAR Processing>HR Processing Page:

On the "Employment 2" tab, there are two places where the Reports To information is displayed, the "Reports To as of PAR Effective Date" and the "Reports To as of Today" sections.

1. The "Reports To as of PAR Effective Date" section shall reflect the "Reports To" employee's information at the time of the PAR. If the position is vacant no name shall be displayed and if the position is filled the employee's name shall be displayed.

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2. The "Reports To as of Today" section shall reflect the current "Reports To" employee's information. If the position is vacant no name shall be displayed and if the position is filled the employee's name shall be displayed.

☐ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief:
N/A

Date:

Signature of Web Requirements Branch Chief:
Alisa R. Wells

Date: 05/23/16