		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 1144816 (991987)	Project Title: Debt Management Enhancements to the Employee Personnel Page (EPP)	Date Prepared: June 24, 2015

Scope:	The scope of this project is to modify the processing of FEHB bills in ABCO, so an accurate balance for these debts is presented on the Debt Management Summary Page within the Employee Personal Page (EPP). Additionally, the ABCO and EARN systems will provide debt data for all agencies serviced, which will allow active employees to view their receivable and receipt account debts within EPP. Restricted access to web based navigation to the USDA/NFC web form, hosted on the Pay.gov portal, will be lifted.
Assumptions:	This development assumes that project #290996 Debt Management Enhancements to Employee Personal Page ; implemented in PP06, 2015 for IRS Only , #370252 RA 21 FEHB Bills in SPPS , implemented in PP04, 2014 and project #566568 Modifications to ABCO for Pay.gov ; implemented in PP22, 2015 are in operation.

Functional Requirements	
<input type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements	
"Not Applicable"	
<input type="checkbox"/> Personnel Applications Systems Branch (PESB) Requirements	
"Not Applicable"	

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☒ Administrative Applications Systems Branch (AASB) Requirements

Administrative Billings and Collections (ABCO)

After picking up the Payroll file, ABCO will continue to receive the four (4) existing records from PAYE, which are made use of, to create FEHB receivable records. However, the system will be modified to complete the following:

- Ignore the test for a receivable record.
- Add the value from the element PAY-DETAIL-AMOUNT to the element ORIGINAL-RECVBL-AMOUNT (sic) of the receivable record.
- Move the value from the element PAY-DETAIL-AMOUNT to the element EXTENDED-AMOUNT of the receivable detail record.

A sweep will be processed to modify the element ORIGINAL-RECVBL-AMOUNT (sic) for previously established manual Health Insurance Receivables (HIR's) that were also accumulating a premium amount. This sweep will ensure that the original balance on the ABCO data base is accurately recorded when the file is transferred to EPP.

ABCO Account Receivable Record Data for the Employee Personnel Page (EPP)

The existing file of ABCO debt data sent to EPP for the Debt Management Summary Page will modified to include the debts for all agencies serviced.

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☒ **Payroll Web Systems Branch (PWSB) Requirements**

Employee Personnel Page (EPP)

System Modifications to EPP to add the Employee Debt Summary Page to all employees who have open receivables and/or receipt account debts in EPP. Currently the page is only visible to Internal Revenue Agency 93 employees. This request was implemented on project 290996 specifically for this agency. A new Debt Summary Page to be located by selecting the link Debt Management Tab located beneath the menu Personal Information. Only employees with debts will be able to view the Debt Summary Statement Screen after selecting The Debt Management link.

System Modification to EPP to make the USDA/NFC Electronic application host link Pay.gov visible to all agencies. Currently the page is visible only to Internal Revenue Agency 93 employees. This request was implemented on project 290996. The link to be displayed at the top of the Debt and Collection Details screen under the Debt Management Tab.

Please see the screen shots on Page 7 of this document.

☐ **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:

Lisa Stafford /s/

03/24/2016

Functional Requirements Document (FRD)

Project#
1144816
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Project Title: Debt Management Enhancements to
the Employee Personnel (EPP)

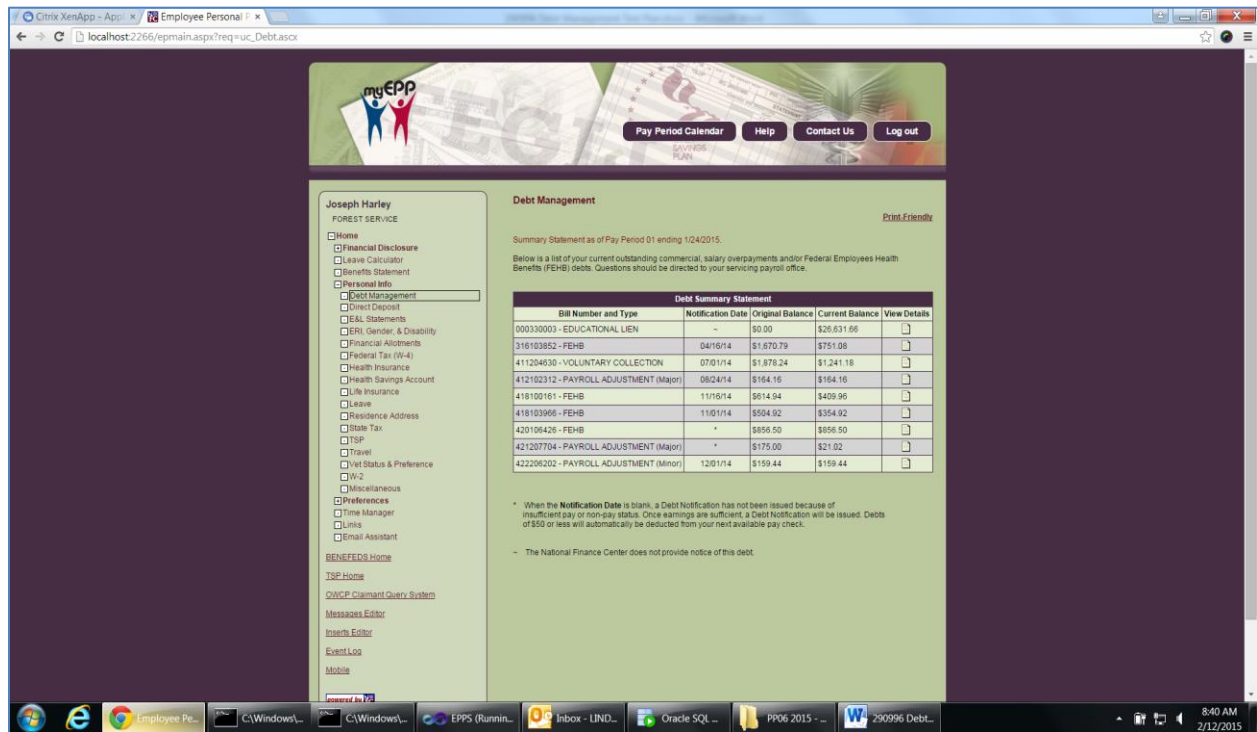
Date Prepared:
June 24, 2015

Signature of Web Requirements Branch Chief:

Date:

Alisa Wells /s/

03/24/2016



The URL is the following:

[https://www.pay.gov/public/search/agencyforms?agencyFilters=Agriculture+\(USDA\)%3a+National+Finance+Center+\(NFC\)&searchCategory=PAYMENT&searchType=AGENCYPAYMENT&agencyId=](https://www.pay.gov/public/search/agencyforms?agencyFilters=Agriculture+(USDA)%3a+National+Finance+Center+(NFC)&searchCategory=PAYMENT&searchType=AGENCYPAYMENT&agencyId=)