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

Functional Requirements Document (FRD)		
Project# **1229674**	**Project Title:** Paycheck8 Enhancements	**Date Prepared:** 4/8/16

Version 2.0	**As of: May 9, 2016**

Scope:	Modification to the Paycheck8 software to include critical items that will enhance the product for our customers needs.
Assumptions:	Based on DPR 2270 submitted on April 13, 2016, requesting the system be updated to allow all employees the use of TC 66, with the exception of Intermittent employees. This was included in Release 15 but it appears there was a mis-communication of the guidance. After further discussion with GDCII and NFC, we are removing the item requesting the ELMAH log be granted to other roles.

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"

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☐ **Payroll Web Systems Branch (PWSB) Requirements**
Load the software provided by the vendor that meets the requirements as stated.
☐ **Administrative Web Systems Branch (AWSB) Requirements**
"Not Applicable"
☐ **Human Resources Applications Branch (HRAB) Requirements**
"Not Applicable"
☑ **External Vendor Requirements**

The description along with the accounting code is being requested to be added to the application. Both of these items should appear on the timesheet when making a selection. The agency will provide a file to include the account number and the description to be loaded in the system. The file will consist of a 27 character account number along with a 30 character description. (Will be included in the August Release)

The leave balance of the employee is being requested to be added to the request on the "Approve Leave Request" screen. The history of the request should be displayed in a summary form to include date submitted, date approved/disapproved. (Will be included in the August Release)

Make available a view of the T&A's that have been approved to the Supervisor. A drop down box is being requested in order to select the proper pay period.

Add the ability to unapproved a leave or premium pay request. This feature will not affect the actions on the T&A. The employee or timekeeper will have to make required changes to the T&A to properly document the hours. (Will be included in the August Release)

Allow pay plan AD and AL the ability to earn and use compensatory time.

- Compensatory Time Worked – TC 32
- Compensatory Leave Used – TC 64
- Compensatory Travel Earned – TC 32 Prefix 78
- Compensatory Travel Used – TC 64 Prefix 78
- Compensatory Time Worked Religious – TC 32 Prefix 77
- Compensatory Time Used Religious – TC 60

Allow Intermittent employees the ability to use TC 19 when working under 40 hours in a week and allow TC 21 when working over 40 hours in a week.

Allow TC 45, 46, 47 and 48 the ability to be entered on a timesheet. An action at NFC must be entered to allow the payment of these codes. The employee should have the ability to enter hours required for each TC on the actual T&A. Ex. If the employee is only entitled to 20 hours of the TC this would be entered on the T&A. Each pay period the TC's and hours will be required to be entered. Start and stop TC's can be listed on the T&A in the same pay period. The hours recorded for TC 45 and 46 can be equal to or less then the total base pay hours recorded for the pay period. (Will be included in the August Release)

Allow pay plan ES to earn and use religious compensatory transaction codes.

- Compensatory Time Worked Religious – TC 32 Prefix 77
- Compensatory Time Used Religious – TC 60

Allow rollover of previous fiscal year accounting in the current calendar year. Add a parameter in the current FY console application.

Grant read only access to the SWEEP/JCL information to the Master Administrator.

Display a user friendly message when an unexpected error occurs. Ex. – If error is related to T&A contact point or missing supervisor, include that information along with a date and timestamp in the error message.

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Include the employee last name in the build file for all clients.

Change label on the Personal Page from EmpowHR ID to Employee ID.

Change label RSEL (Earnings Limitation Emergency Exception) to a two description header Wage Shift FEGLI and Biweekly Earnings Limitation.

Agency Organization Structure field labels should match Table Management 005 as seen below:

```
*AGENCY/BUREAU:
      *2ND-LEV: 00
      *3RD-LEV: 00
      *4TH-LEV: 0000
      *5TH-LEV: 00
      *6TH-LEV: 00
      *7TH-LEV: 00
      *8TH-LEV: 00
```

Modify Paycheck8 for a 15 minute time out when no user or keyboard activity has occurred. Display a screen saver hiding what was previously displayed while working in the application.

Signature of Systems Requirements Branch Chief: **Date:**

Signature of Web Requirements Branch Chief: **Date:**
Alisa R. Wells   **May 9, 2016**