		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 1086796	Project Title: Correct EmpowHR RECON Report	Date Prepared: 05/03/16

Version 2.0	As of: 08/11/16
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Scope:	To verify the Payroll/Personnel System (PPS) fields are being mapped to the appropriate EmpowHR fields on the Reconciliation Report.
Assumptions:	<p>1. The field, 'Pay Rate Determinant', is not a field that is currently being compared. This field shall be removed from the Reconciliation report. All references in the totals pages to 'Pay Rate Determinant' field shall be removed.</p> <p>2. IR #1313745 modified the display of GVT_OCC_SERIES beside POSITION_NBR on the PAR page with the JOB tab. The NFC value is to be compared to this modified value (POSITION_DATA Interdisciplinary OCC Series if it has a non-space and non-zero entry, otherwise the POSITION_DATA.GVT_OCC_SERIES inherited from the JOBCODE.</p> <p>3. In addition to mapping one field to another and comparing values, data for some fields is edited prior to the comparisons. The following manipulations embedded in the inherited process are assumed to be correct:</p> <ul style="list-style-type: none"> NFC's Z_GVT_FEHB_IND and Z_NF_TSP_ELIG_CD data is selected with CASE statements to convert numeric 1 thru 9 to alpha A thru I. EmpowHR's GVT_CSRS_FROZN_SVC data is selected with a CASE statement to convert 0 to 0000 and to convert GVT_RTND_GRADE values that are a space to 00. EmpowHR's POSITION is actually the IP if one is populated on the POSITION_DATA, otherwise it is GVT_JOB.POSITION_NBR. EmpowHR's JOBCODE is actually the MR if one is populated on the JOBCODE_TBL, otherwise it is GVT_JOB.JOBCODE. For testing, note that PAR displays the value on POSITION_DATA (which should match the JOBCODE_TBL). NFC does not contain Education Major Category. The NFC value used to compare to EmpowHR's value is derived from EmpowHR tables using the NFC MAJOR_CODE as a key to select a value from the EmpowHR PS_MAJOR_TBL. If NFC does not have a non-zero RETAINED GRADE, then NFC GRADE is compared to EmpowHR GRADE and NFC RETAINED GRADE is compared to EmpowHR RETAINED GRADE. If NFC does have a non-zero RETAINED GRADE, then NFC GRADE is compared to EmpowHR RETAINED GRADE (and

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	<p>a discrepancy is listed as a RETAINED GRADE field error) and NFC RETAINED GRADE is compared to EmpowHR GRADE (and a discrepancy is listed as a GRADE field error). This code has been in place since it was explicitly specified in 2008.</p> <ul style="list-style-type: none"> • The COMPRATE comparison uses the total of LOCALITY_ADJ and BASE PAY from both systems. In theory, the individual fields could differ and the totals match without an error. • Rules for STD_HOURS differ in the two systems. They are considered a match when NFC is double the EmpowHR value, when Work Schedule is I or J for 'Intermittent' and NFC is zero, or when Type of Appointment is not 2 and NFC is zero. This is changed with this SCR. • A blank 45 Day Code in either system is considered an 'N' when matching. • Education level differences are only reported when NFC is less than EmpowHR. This is a change with this SCR. The current production code does not report on this data element at all (but then prints totals of zero for the data element). • Differences in the three other Education fields are only reported when the Education Level values match (and are not a space). The NFC Year Acquired value of 2000 is considered to be zero when the Education Level is not in the range of 06, 10, 13, 15, 16, 17, or 19. See IR#1092218.
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Functional Requirements	
<input type="checkbox"/>	Payroll Applications Systems Branch (PASB) Requirements
"Not Applicable"	
<input type="checkbox"/>	Personnel Applications Systems Branch (PESB) Requirements
"Not Applicable"	
<input type="checkbox"/>	Administrative Applications Systems Branch (AASB) Requirements
"Not Applicable"	

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05/03/16☐ **Payroll Web Systems Branch (PWSB) Requirements**

"Not Applicable"

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

"Not Applicable"

☒ **Human Resources Applications Branch (HRAB) Requirements****Issue:**

The EmpowHR's NFC Reconciliation Report is used to detect discrepancies between data in PPS and data in EmpowHR. The NFC Reconciliation Report, when run, is producing mismatches when some of its fields are being compared to the EmpowHR's Z_HR_NFC102_REC fields.

Modification:

Modify and fix the code on the EmpowHR's NFC Reconciliation Report (ZNFCRECN.sqr) so that it matches the PPS fields. Verify the PPS fields listed below in the EmpowHR's NFC Reconciliation Report are mapped to EmpowHR's Table 102(Z_HR_NFC102_REC) and included in the SQR program to compare and print mismatches on the report. Use the Reference Number (Ref. No.) in the table below, NFC's Reconciliation Report Fields, to locate matching fields in the Z_HR_NFC102_REC table.

NFC's RECONCILIATION REPORT FIELDS

Ref. No.	FIELDS
4	Deptid
6	Employee ID
29	Jobcode
33	Position
19	GVT OCC Series
10	Grade
22	Retain Grade
36	Step
9	FLSA
32	Manager Level
11	Comprate
14	GVT FEGLI
21	Retire Plan
1	Barg Unit
27	Type of Appt
15	FEHB Ind

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28	Work Schedule
57	SCD Retire Date
37	Appt Expire Date
23	Non-Pay NTE Date
26	Promotion NTE Date
48	Service Date
35	STD Hours
53	TSP-ELIGIBILITY-CODE
18	Uniform Status Code
2	Citizenship Status
40	Date OF Birth
34	Gender
51	COLA Diff
47	SCD WGI Date
38	Reportable Handicap Code
50	45 day code
52	Special Employee Code
24	Employment Program Code
46	SCD RIF Date
41	Career Tenure Date
42	Employee Probation Date
5	Education Level
49	Year Acquired
30	Education Major
31	Major Specialization
12	Creditable Military Service
43	Military Retired Date
13	Frozen Service Years
56	Leave Date

Below is a field break-down of EmpowHR's Table 102 (Z_HR_NFC102_REC). Fields in blue are used in the current Reconciliation Report:

Z HR NFC102 REC

Ref. No	FIELDS
1	BARG UNIT
2	CITIZENSHIP STATUS
3	COMPANY
4	DEPTID
5	EDUCATION LVL
6	EMPLID
7	ERN PROGRAM
8	ETHNIC GROUP
9	FLSA STATUS
10	GRADE
11	GVT COMPRATE
12	GVT CRED MIL SVCE

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13	GVT CSRS FROZN SVC
14	GVT FEGLI
15	GVT FEHB IND
16	GVT GEOLOC CD
17	GVT LOCALITY ADJ
18	GVT MIL RESRVE CAT
19	GVT OCC SERIES
20	GVT POI
21	GVT RETIRE PLAN
22	GVT RTND GRADE
23	GVT SABBATIC EXPIR
24	GVT SPEP
25	GVT SUB AGENCY
26	GVT TEMP PRO EXPIR
27	GVT TYPE OF APPT
28	GVT WORK SCHED
29	JOB CODE
30	MAJOR CATEGORY
31	MAJOR CODE
32	MANAGER LEVEL
33	POSITION NBR
34	SEX
35	STD HOURS
36	STEP
37	Z APPT EXP DT
38	Z DISABILITY
39	Z FEGLI IND
40	Z NFC BIRTH DT
41	Z NFC CAR TEN DT
42	Z NFC EMP PROB DT
43	Z NFC MIL SVEND DT
44	Z NFC NAT ACT CD
45	Z NFC SCDRETIRE DT
46	Z NFC SCD RIF DT
47	Z NFC SCD WGI DT
48	Z NFC SVC START DT
49	Z NFC YEAR ACQRD
50	Z NF ANN LV 45
51	Z NF COLA DIFF
52	Z NF SPCL EE CD
53	Z NF TSP ELIG CD
54	Z ORG CODE
55	Z PAID STATUS
56	Z SCD LEAVE DT
57	Z SCD RETIRE DT
58	Z SSN

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Below are EmpowHR's screen shots of the pages where the fields are located.

The screenshot shows the 'Hire Employee' form in the EmpowHR system. The form is titled '(US Dept of Agriculture) on U.S. Department of Agriculture' and includes a navigation bar with links like Home, Worklist, Add to Favorites, and Sign out. The form is divided into several sections: Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The 'Personal Data' section is currently active and contains fields for Name (First Name, Last Name, Middle Name, Suffix), Gender, Draft Status, Date of Birth, Disability Code, Date of Death, Citizenship, and ERI Code. The 'Name' section has four numbered callouts: 34 points to the First Name field, 40 points to the Last Name field, 38 points to the Middle Name field, and 2 points to the Suffix field. The 'Citizenship' section has a callout 6 pointing to the 'Country' dropdown menu. The 'ERI Code' section includes checkboxes for various ethnicities. The 'Additional Birth Info' section includes fields for Country, Type/Description, and S S N.

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The screenshot shows the 'Education Details' form in the EmpowHR system. The form is titled 'Professional Education' and includes a 'Find | View All' button. It contains several sections: 'Education', 'Instructional Program', and 'School'. The 'Education' section has fields for 'Empl ID' (NEW), 'Level of Education', 'Education Level', and 'Year Acquired'. The 'Instructional Program' section has fields for 'Education Major' and 'Major Specialization'. The 'School' section has fields for 'Country' (USA), 'State', and 'School Code'. Callouts are present: '5' points to the 'Level of Education' field, '30' points to the 'Education Level' field, '49' points to the 'Education Major' field, and '31' points to the 'Country' field. The form also includes 'OK' and 'Cancel' buttons at the bottom.

The screenshot shows the 'Veterans Info' form in the EmpowHR system. The form includes fields for 'Veterans Preference' (1:None), 'Veterans Status' (X:Not a Veteran), 'Military Branch', 'Military Separation Status', 'Military Grade', 'Military Service Start Date', 'End Date', 'Uniform Service Status' (0:None), 'Creditable Military Service', and 'Veterans Preference RIF' (3:NonVetm). There are also checkboxes for 'Notify Military Pay Center', 'Military Service Verified', and 'Disabled Veteran'. Callouts are present: '43' points to the 'Military Grade' field, '18' points to the 'End Date' field, and '12' points to the 'Veterans Preference RIF' field. The form also includes 'OK' and 'Cancel' buttons at the bottom.

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Hire Employee

https://empusda.coppy.nfc.usda.gov/psp/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_USF.EE_HR_PROC.USF?PORTALPARAM_PTCN...

(US Dept of Agriculture) on USDACPY

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > PAR Processing > Hire Employee

New Window | Personalize Page

Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:

Appointment Limits

Amount Total: Hours Total: Days Total:

Amount Balance Hours Balance Days Balance

Commencing Date of Service

Special Employment Program: 00-Not Applicable

Welfare to Work: Not Applicable

OK Cancel

(US Dept of Agriculture) on USDACPY

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > PAR Processing > Hire Employee

New Window | Personalize Page

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Empl ID: NEW Empl Record: 0

Job Data

Effective Date: Transaction# / Seq: PAR Status: Processed by Human Resources

NOA Code: Action Type: Hire Empl Status: Active

Position: Refresh Position Data

Job Code:

Agency: Losing/Gaining Dept.:

Sub-Agency:

Business Unit: NFC National Finance Center

Department:

Location:

Tax Location: FY:

Classification

Previous Class Action:

Previous Sub-Agency:

Save Notify Previous tab Next tab

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Note: EmpowHR POSITION field is actually the Individual Position number (IP) if one is populated on the POSITION_DATA, otherwise it is GVT_JOB.POSITION_NBR.

EmpowHR JOBCODE field is actually the Master record number (MR) if one is populated on the JOBCODE_TBL, otherwise it is GVT_JOB.JOBCODE.

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Emp ID: NEW Empl Record: 0

Job Data

Effective Date: Transaction#/Seq: PAR Status: Processed by Human Resources
NOA Code: Action Type: Hire Empl Status: Active

Position: **Refresh Position Data** (19) Position Management Record
Job Code: Load Netting Ro Position Override

Agency: Losing/Gaining Dept.:
Sub-Agency:
Business Unit: NFC National Finance Center
Department:
Location: [Departmental Hierarchy](#)
Tax Location: [Detail](#)
FY: [NFC Job Information](#)

Classification

Previous Class Action:
Previous Sub-Agency:

Save Notify Previous tab Next tab Add

Emp ID: NEW Empl Record: 0

Position Data

Effective Date: Transaction#/Seq: PAR Status: Processed by Human Resources
NOA Code: Action Type: Hire Empl Status: Active

LEO Position: ☒ SF-113G Ceiling Regular Shift: N Not Applicable
POT: Rate / Factor:

Pay Group: NFC **9** Holiday Schedule:
Pay Frequency: Type Appt:
Work Period: Posn Occupied:
Employee Type: Salaried Work Schedule:
Fund Source: FLSA Status: Job Indicator: Primary **35**
Employee Classification: Adds to FTE Actual Count: **27**
Reg/Temp: Standard Hours: FTE: **28**
Supervisor Level:
Special Population Code:

Save Notify Previous tab Next tab Add

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

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This screenshot shows the 'Compensation Data' form in the EmpowHR system. The form is titled 'Hire Employee' and includes a navigation bar with tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The 'Compensation Data' section contains several sub-sections: 'Effective Date', 'NOA Code', 'Pay Rate Determinant', 'Salary Pay Plan', 'Retain Pay Plan', 'Variable FT Reg Tour of Duty', 'Grade and Pay Retention', and 'Quoted Pay'. Callouts are placed over specific fields: 10 points to the 'Empl ID' field, 11 points to the 'Base Pay' field, 22 points to the 'Retention Rights End Date' field, and 36 points to the 'Pay Basis' field. The 'Quoted Pay' section includes fields for 'Base Pay', 'Locality', 'Adjusted Base Pay', 'Total Pay', 'Compensation Frequency', 'Daily Offset Amount', and 'FEGLI Base'.

This screenshot shows the 'Employment Data' form in the EmpowHR system. The form is titled 'Hire Employee' and includes a navigation bar with tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, Employment 2, and Benefit Data. The 'Employment Data' section contains several sub-sections: 'Effective Date', 'NOA Code', 'EOD Dt', 'Rehire Dt', 'Separation Dt', 'Next Review Dt', 'Service Computation Dates', 'Service Conversion Dates', and 'Increase Data'. Callouts are placed over specific fields: 37 points to the 'Empl ID' field, 41 points to the 'Career Tenure Date' field, 46 points to the 'Increase Data' section, 47 points to the 'S C D W G I Date' field, and 57 points to the 'Retire Date' field. The 'Service Computation Dates' section includes fields for 'Leave Date', 'Retire Date', 'R I F Date', 'T S P Date', and 'Severance Pay Date'. The 'Service Conversion Dates' section includes fields for 'Conv Begin Date' and 'Career Tenure Date'.

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > PAR Processing > Hire Employee

[New Window](#) | [Personalize Page](#)

Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:

Appointment Limits

Amount Total: Hours Total: Days Total:

Amount Balance: Hours Balance: Days Balance:

Commencing Date of Service:

Special Employment Program:

Welfare to Work:

OK Cancel

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(US Dept of Agriculture) on USDACPY

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > PAR Processing > HR Processing

[New Window](#) | [Personalize Page](#)

Expiration Dates

Temporary Promotion:

Temporary Position Change:

LWOP:

Detail:

OK Cancel

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | PAR Processing | Hire Employee

New Window | Personalize Page

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Empl ID: NEW Empl Record: 0

End | View All | First | 1 of 1 | Last

*Effective Date: Transaction# / Seq PAR Status: Processed by Human Resources
NOA Code: Action Type: Hire Empl Status: Active

Bargaining Unit: Last Date Worked: Retained Grade Expires:

Union Code: Begin Date: Expires Date:

Union Anniversary Date:

Tenure:

Reports To as of PAR Effective Date: Reports To as of Today:

Reports To: Reports To Supervisor ID:

Supervisor ID:

New Position: Supervisor/Managerial Position:

Emp Probation Period Date: Supv/Mgr Prob Period Reqrd:

Supv/Mgr Prob Period Date:

Coop:

Salary Share Code: Coop Overtime Rate:

Coop Share Amt: Coop Holiday Rate:

Probation Dates Non Pay Data Security Info

Save Notify Previous tab Next tab Add

(US Dept of Agriculture) on USDACPY

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | PAR Processing | Hire Employee

End | View All | First | 1 of 1 | Last

*Effective Date: Transaction# / Seq PAR Status: Processed by Human Resources
NOA Code: Action Type: Hire Empl Status: Active

FEHB Eligibility

1-Enrolled 2-Ineligible 3-Waived 4-Eligible - Pending 5-Cancelled 6-Court Ordered-Enrolled 7-Court Ordered-Eligible Pend 8-Court Ordered-Self to Family 9-Terminated

FEHB Date:

Thrift Savings Plan Eligibility

Thrift Savings Plan Eligibility Code:

Explanation of Thrift Savings Plan Eligibility Codes

FEGLI

FEGLI Code: CO Basic only

Living Benefits Living Coverage Amount: FEGLI Coverage Amt:

FEGLI Court Order:

Annual Leave

Annual Leave Category: Earn Leave During Pay Period

Annual Leave 45-Day Indicator:

Leave Ceiling Reason:

Pay Allowances

Foreign Lang %: COLA/Post Differential: None

Allowance %: Quarters Deduction Code: Quarters Deduction Amount: 0.00

Special Employee Code: NOT APPLICABLE Wage Board Shift Rate Var:

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The image displays two screenshots of the EmpowHR system interface, which is used by the US Department of Agriculture on USDACPY.

Top Screenshot: Hire Employee Form

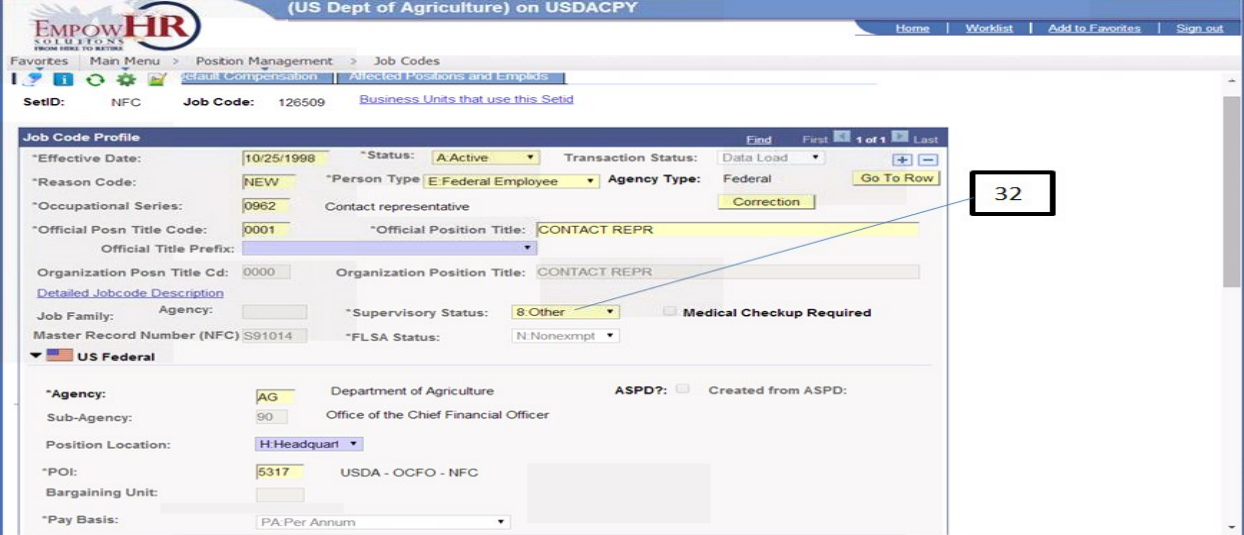
- FEGLI:** Includes fields for FEGLI Code (Basic only), Living Benefits, FEGLI Coverage Amt, and FEGLI Court Order.
- Annual Leave:** Includes Annual Leave Category, Annual Leave 45-Day Indicator, and Leave Ceiling Reason.
- Pay Allowances:** Includes Foreign Lang %, Allowance %, COLA/Post Differential, Quarters Deduction Code, Quarters Deduction Amount, Special Employee Code, and Wage Board Shift Rate Var.
- Retirement:** Includes Retirement Plan, Fed Empl Retire Syst Coverage, Previous Retirement Coverage, Annuity Indicator, Annuity Commencement Date, Civil Service Retire Syst Frozen Service, and Date CBPO Ret Sch.
- Callouts:** 52 points to the FEGLI Code field, 21 points to the Retirement Plan field, and 13 points to the Civil Service Retire Syst Frozen Service field.

Bottom Screenshot: Employment Data Tab

- Employment Data 1:** Includes fields for Effective Date, NOA Code, Action Type (Hire), PAR Status (Processed by Human Resources), Empl Status (Active), EOD Dt, Hire NTE Dt, Separation Dt, Next Review Dt, and Exp Dates.
- Service Computation Dates:** Includes Leave Date, Retire Date, RIF Date, TSP Date, and Severance Pay Date.
- Service Conversion Dates:** Includes Conv Begin Date and Career Tenure Date.
- Within-Grade Increase Data:** Includes WGI Status (Waiting) and Last Increase Dt.
- Callout:** 56 points to the Effective Date field.

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Job Code Profile

*Effective Date: 10/25/1998 *Status: A.Active Transaction Status: Data Load

*Reason Code: NEW *Person Type: E.Federal Employee Agency Type: Federal

*Occupational Series: 0962 Contact representative

*Official Posn Title Code: 0001 *Official Position Title: CONTACT REPR

Official Title Prefix: Organization Posn Title Cd: 0000 Organization Position Title: CONTACT REPR

Job Family: Agency: *Supervisory Status: 8.Other Medical Checkup Required

Master Record Number (NFC) S91014 *FLSA Status: N.Nonexmpt

US Federal

*Agency: AG Department of Agriculture ASPD?: Created from ASPD:

Sub-Agency: 90 Office of the Chief Financial Officer

Position Location: H.Headquart

*POI: 5317 USDA - OCFO - NFC

Bargaining Unit:

*Pay Basis: PA.Per Annum

☐ External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief:

Date:

Signature of Web Requirements Branch Chief:
/S/ Alisa R. Wells

Date:08/23/16