

		United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division
Functional Requirements Document (FRD)		
Project# 1241207	Project Title: EmpowHR Auto Reset History Correction Packages	Date Prepared: 04/04/2016

Version 1.0	As of: 07/26/2016
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Scope:	This System Change Request requires a process be developed that will automatically reset all History Correction Packages on the last Friday of that pay period, and notify each user via email that an Employee History Correction Package has been automatically reset for them; this will preserve data integrity with the Payroll Personnel System (PPS).
Assumptions:	This process will have the same effect as though a HR processor manually reset a History Correction package in EmpowHR from the History Correction page. When a processor starts a History Correction package for an employee an internal history correction indicator is set in the database. All history correction packages with this indicator set will have their packages restored to the original state. This process will run on a bi-weekly schedule.

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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☐ Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"

☐ Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

☒ Human Resources Applications Branch (HRAB) Requirements

I. To automatically reset an EmpowHR History Correction package to its original state:

- Create a PeopleSoft Application Engine process that will restore a History Correction package to its original state.
- This application will reset all qualifying History Correction Packages.
- The process should not reset non-qualifying History Correction Packages (Problem Packages) that already have BEAR and/or EPIC originated transactions that are not included in the current History Correction Package backup set for the specific employee.
- This application will be scheduled to run on a bi-weekly basis before the EmpowHR sync processes run.
- An email shall be generated to notify the HR processor who last saved the starting action that their History Correction Package has been automatically reset by EMPOWHR bi-weekly process and action is required for this employee. The email shall state:

"The History Correction Auto Reset process has reset the current History Override Package for Employee-Name, EmplID #####, in order to ensure that the employee records remain synchronized with PPS."

- Include an "Inquiry Page" that provides customers with a list a HCUP packages that are going to be affected by the execution of this new process is also needed. The page should include Row Level Security, and search capabilities to (1) Find all pending packages that are, and are not problematic, (2) search by Emplid, Name, Last Name, and SSN. Each package listed should have a flag indicating whether or not it is problematic, and a button to open a new session and transfer the user directly to the History Correction component for the specific package.

☐ External Vendor Requirements

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"Not Applicable"	
Signature of Systems Requirements Branch Chief:	Date:
Signature of Web Requirements Branch Chief: /S/ Alisa R. Wells - WRB Branch Chief	Date:06/16/2016