



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

Functional Requirements Document (FRD)

Project# 1493787	Project Title: DOJ Spell Check Functionality for Manager Self Service	Date Prepared: 09/25/17
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Version 1.0

As of: 09/25/17

Scope:	Add to EmpowHR the Spell Check functionality to the Manager Self Service component's "Comment" fields.
Assumptions:	

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

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"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Modify EmpowHR to add Spell check Functionality to the Manager Self Service in both the Manager PAR Request (MPR) and Manger Recruit Request (MRR) components.

Spell check is not automatic, the icon must be clicked by the user to activate the functionality for each comment box.

I. Changes within MRR:

- When creating a position recruitment request in MRR there are two comments fields in the final steps of entering all pertinent Information relating to the recruitment action.
- The "Justification" and "Comments" field boxes shall be modified to add the spell check dictionary option on the initial page for MRR. When the recruitment action is pushed into MRR workflow, the Approvers are required to include information in the "Comments" field. These "Comment" fields shall be modified to add the spell check dictionary option on the MRR APPROVAL Page.
- In addition, while in the approval process, the approvers have the ability to modify the justification field, this field shall also be modified to have the spell check dictionary option.

II. Changes to MPR:

- When a manager request a PAR action for an employee the Manager is required to enter all pertinent information for the PAR.
- The "Comments" field in this process shall be modified to add the spell check dictionary option on the MPR initial page.
- When the PAR action is pushed into workflow, the approver is required to include information in the "Comments" field prior to selecting one of the approval process buttons. These "Comment" boxes shall be modified to have the spell check dictionary option on the MPR approval page.

Developer Note: Screen prints for this FRD can be found on the S Drive → GESD → Projects → Remedy Projects → 140000-1499999 → 1493837 → Draft FRD → Screen Shots for MSS Spell check Project

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External Vendor Requirements

"Not Applicable"

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

Signature of Web Requirements Branch Chief: **Date:**
Alisa R. Wells /s/ 12-4-17