



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

Functional Requirements Document (FRD)

Project# 1513997/30876	Project Title: Administrative Leave Act of 2016	Date Prepared: 7/6/2018
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Version 1.0

As of:

Scope:	<p>The Office of Personnel Management (OPM) has issued new regulations on the granting and recording of weather and safety leave for Federal employees. The Administrative Leave Act of 2016 created four new categories of statutorily authorized paid leave— administrative leave, investigative leave, notice leave, and weather and safety leave—and established parameters for their use by Federal agencies. These regulations will provide a framework for agency compliance with the new statutory requirements regarding weather and safety leave. OPM will issue separate final regulations to address administrative leave, investigative leave, and notice leave at a later date.</p> <p>This project will be completed in two phases based on the release of regulations.</p>
Assumptions:	<ul style="list-style-type: none">• NFC will make modification to its NFC Hosted T&A systems. Agencies who do not use NFC hosted T&A systems will be responsible to update their own T&A systems.• If non-hosted T&A systems are not updated new mandated fields will be reported in Administrative leave as it is reported currently.• NFC will not report to EHRI until new ICD is received from OPM.

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

PAYE will separate the two new leave buckets and no longer record Paid Holiday Time off and Weather and Safety Leave in Administrative Leave on the database. The following data base fields will be used:

TC66 – TD 21 Paid Holiday Time Off – ANN-LV-SET-ASIDE-BAL PIC S9 (03) V9 (02).

TC 66 – TD 34 Weather and Safety Leave - ANN-LV-ABEYANCE-BAL PIC S9 (04) V9 (02).

PAYE will store leave used as Paid Holiday Time off and Weather and Safety Leave on the database. These two new fields will be added to the administrative leave Process that clears out the YTD totals at the beginning of the leave year.

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Personnel Applications Systems Branch (PESB) Requirements

IRIS and IRIS WEB will display two new fields. These fields will be: Paid Holiday Time Off and Weather and Safety Leave. The following data base fields will be used:

TC66 – TD 21 Paid Holiday Time Off – ANN-LV-SET-ASIDE-BAL PIC S9 (03) V9 (02).

TC 66 – TD 34 Weather and Safety Leave - ANN-LV-ABEYANCE-BAL PIC S9 (04) V9 (02).

Administrative Applications Systems Branch (AASB) Requirements

“Not Applicable”

Payroll Web Systems Branch (PWSB) Requirements

Starweb

OPM has provided a regulation for additional reporting on Administrative Leave. The following changes are requested to be made in the Starweb application for Phase 1 of this project.

Transaction Code 66 Transaction Descriptor 34 – Description - Weather and Safety Leave

Transaction Code 66 Transaction Descriptor 21 – Description - Paid Holiday Time Off

There will be a 2nd Phase once additional regulations are received

Administrative Web Systems Branch (AWSB) Requirements

“Not Applicable”

Human Resources Applications Branch (HRAB) Requirements

“Not Applicable”

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External Vendor Requirements

webTA

OPM has provided a regulation for additional reporting on Administrative Leave. The following changes will be made in the webTA 3.8 and 4.2 applications for Phase 1 of this project.

NFC will modify the descriptions to current transactions codes that exist in the system.

Transaction Code 66 Transaction Descriptor 34 – Description - Weather and Safety Leave

Transaction Code 66 Transaction Descriptor 21 – Description - Paid Holiday Time Off

Please ensure with any subsequent webTA releases for any hosted versions these changes are not overwritten.

There will be a 2nd Phase once additional regulations are received.

Paycheck8

OPM has provided a regulation for additional reporting on Administrative Leave. The following changes are requested to be made in the Paycheck8 application for Phase 1 of this project.

Transaction Code 66 Transaction Descriptor 34 – Description - Weather and Safety Leave

Transaction Code 66 Transaction Descriptor 21 – Description - Paid Holiday Time Off

There will be a 2nd Phase once additional regulations are received.

Signature of Systems Requirements Branch Chief:

/s/ Lisa Stafford

Date:

8/10/18

Signature of Web Requirements Branch Chief:

/s/ Alisa R. Wells

Date:

8/10/18