



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

Functional Requirements Document (FRD)

Project#: 42731	Project Title: OPM Memo Waiver of the Premium Pay Limitation COVID-19	Date Prepared: May 22, 2020
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Version 1.0

As of:

Scope:	<p>The Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which became law on 03/27/2020, created two new authorities that would allow premium pay for COVID-19-related work to be subject to a higher than standard premium pay cap based on a Pay Plan EX level 2, and for this work to be exempt from the aggregate pay cap, for agencies whose agency head invokes either authority.</p> <p>For these new authorities, NFC will create two new Transaction Descriptor (TD) values for COVID-19-related premium pay worked under these authorities. The new TD values will be 88 for "COVID-19 waiver", and 89 for "COVID-19 waiver - FEMA-funded". These new TD values will be valid for TD/Prefix/TC/Suffix combinations with Prefix 00 and Suffix 0 on TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32.</p>
Assumptions:	<p>Agencies will use the new "COVID-19 waiver – FEMA-funded" TC combinations on T&As only for applicable COVID-19-related premium pay worked between 01/01/2020 through 09/30/2020, for which CARES Act section 16003 waiver authority has been invoked by their agency head. NOTE: CARES Act section 16003 waiver authority is specific to COVID-19-related premium pay that is funded, either directly or through reimbursement, by the Federal Emergency Management Agency (FEMA).</p> <p>Agencies will use the new "COVID-19 waiver" TC combinations on T&As only for applicable COVID-19-related premium pay worked between 02/02/2020 through 09/30/2020, for which CARES Act section 18110 waiver authority has been invoked by their agency head. NOTE: CARES Act section 18110 waiver authority is <u>not</u> tied to FEMA funding.</p>

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

Exclude the hours and amounts on TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32 with TDs 88 or 89 from the hours and amounts of the Annual Premium Pay ('AP') and Aggregate Pay ('AG') summary tracking totals on the Payroll Personnel Database.

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Exclude the hours and amounts on TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32 with TDs 88 or 89 from the totals for the occurrences of those Prefix/TC/Suffix combinations in the detailed tracking records on the Payroll Personnel Database.

Create/update separate occurrences of the detailed tracking records on the Payroll Personnel Database for the totals of the TD/Prefix/TC/Suffix combinations of TDs 88 or 89 on TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32, if the employee has one of these combinations reported in the current or prior cap year. Store/update COVID-19 Premium Pay ('CO') tracking totals in the summary tracking records on the Payroll Personnel Database based on the totals from the Annual Premium Pay ('AP') versions of these records plus the hours and amounts on TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32 with TDs 88 or 89.

Exclude TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32 with TDs 88 or 89 from the standard Title 5 biweekly premium pay cap.

Establish a new COVID-19 biweekly premium pay cap value of \$7,563.20, which is based on the biweekly base pay for a Pay Plan EX Grade 2 for 2020. This is calculated as follows:

EX 02 Hourly Rate: $197,300 \text{ (EX 02 Annual Salary)} / 2087 = 94.54$ (rounded to the nearest cent)

Biweekly Cap Value: $94.54 \text{ (EX 02 Hourly Rate)} \times 80 = 7,563.20$

Enforce an additional, higher biweekly premium pay cap based on a Pay Plan EX level 2 for applicable employees, as identified by the presence of one or more of the new COVID-19 premium pay TD/Prefix/TC/Suffix combinations. This additional biweekly premium pay cap will be enforced after the standard biweekly premium pay cap, include the amounts for TCs 04, 05, 11, 12, 13, 19, 21, 22, 24, 25, 26, 30, 31 and 32 with TDs 88 or 89 and cut back the amounts on these combinations if the resulting total of biweekly base pay and premium pay exceeds \$7,563.20.

Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

- PWSB will run the script provided by the vendor Kronos to add the TC/TD in the webTA 4.2 environments.
- Insight will consume TC/TD data from Payroll History.

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Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

"Not Applicable"

External Vendor Requirements

For the new TC/TD combinations listed below, the following system modifications will be handled as follows:

- GDCII will update Paycheck8 (Portal Ticket #33891).
- NFC Call Center (NCC) will update the hosted version of webTA 3.8 for DHS, DOJ and NON-USDA.
- Kronos will provide a script to update webTA 4.2 for USDA and SBA.

• **TC/TD Combinations:**

TD 88	TC 04	Sunday Differential, COVID-19 waiver
TD 88	TC 05	Sunday Diff with Night Diff, COVID-19 waiver
TD 88	TC 11	Night Differential, COVID-19 waiver
TD 88	TC 12	Night Diff on Compensatory Time, COVID-19 waiver
TD 88	TC 13	Night Diff on Sunday Double Time, COVID-19 waiver
TD 88	TC 19	Overtime Over 8, COVID-19 waiver
TD 88	TC 21	Over 40 Overtime, COVID-19 waiver
TD 88	TC 22	Overtime Double for Sunday Work, COVID-19 waiver
TD 88	TC 24	Overtime Travel Under Title V, COVID-19 waiver
TD 88	TC 25	Overtime Over 40 with Night Diff, COVID-19 waiver
TD 88	TC 26	Overtime Over 8 with Night Diff, COVID-19 waiver
TD 88	TC 30	Overtime Call Back No Work Perform, COVID-19 waiver
TD 88	TC 31	Holiday Worked, COVID-19 waiver
TD 88	TC 32	Compensatory Time Worked, COVID-19 waiver
TD 89	TC 04	Sunday Differential, COVID-19 waiver - FEMA-Funded
TD 89	TC 05	Sunday Diff with Night Diff, COVID-19 waiver - FEMA-Funded
TD 89	TC 11	Night Differential, COVID-19 waiver - FEMA-Funded
TD 89	TC 12	Night Diff on Compensatory Time, COVID-19 waiver - FEMA-Funded
TD 89	TC 13	Night Diff on Sunday Double Time, COVID-19 waiver - FEMA-Funded
TD 89	TC 19	Overtime Over 8, COVID-19 waiver - FEMA-Funded
TD 89	TC 21	Over 40 Overtime, COVID-19 waiver - FEMA-Funded
TD 89	TC 22	Overtime Double for Sunday Work, COVID-19 waiver - FEMA-Funded
TD 89	TC 24	Overtime Travel Under Title V, COVID-19 waiver - FEMA-Funded
TD 89	TC 25	Overtime Over 40 with Night Diff, COVID-19 waiver - FEMA-Funded
TD 89	TC 26	Overtime Over 8 with Night Diff, COVID-19 waiver - FEMA-Funded
TD 89	TC 30	Overtime Call Back No Work Perform, COVID-19 waiver - FEMA-Funded
TD 89	TC 31	Holiday Worked, COVID-19 waiver - FEMA-Funded

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TD 89 TC 32 Compensatory Time Worked, COVID-19 waiver - FEMA-Funded

Signature of Systems Requirements Branch Chief: /s/ Josie Stovall, Acting	Date: 06/12/2020
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Signature of Web Requirements Branch Chief: /s/ Amanda Nguyen	Date: 06/12/2020
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