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

Functional Requirements Document (FRD)		
Project# **1547414/30614**	**Project Title:** PPS - SPPS Web Document Attachment	**Date Prepared:** 10-08-2019

Version 2.0   **As of: 06/30/2020**

Scope:	
	To add a drop-down menu in SPPS to allow supporting documents such as Agency documents, Retirement spreadsheets, TSP spreadsheets, and other related documentation to be uploaded and attached by approved Payroll Personnel Branch (PaPB) and Agency users.
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"

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☑ **Payroll Web Systems Branch (PWSB) Requirements**

Add new tab in SPPS Web to support the attachment and removal of documents (Agency documents, Retirement spreadsheets, TSP spreadsheets, and other related documentation) for use by authorized personnel only. Only authorized personnel with "approval" security access for agency will have the capability of removing entered agency documents. In addition to this, only authorized personnel with "approval" security access for the Payroll Processing Branch (PaPB) will have the capability of removing PaPB entered documents.

Once payments are certified, only PaPB will be able to attach additional Retirement and TSP spreadsheets.

Supporting documents will have a maximum 2MB file size limit and will use file type PDF only.

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

"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**

"Not Applicable"

☐ **External Vendor Requirements**

"Not Applicable"

Signature of Web Requirements Branch Chief: **Date:**
/s/ Amanda Nguyen   **06-30-20**