



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

Functional Requirements Document (FRD)

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|--------------------------|--|-----------------------------------|
| Project# 37458 | Project Title: TSP Auto Enrollment from 3% to 5% | Date Prepared: 03/28/19 |
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Version 1.0

As of:

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| Scope: | The Federal Retirement Thrift Investment Board is proposing to amend its regulations to increase the automatic enrollment percentage from 3 percent to 5 percent of basic pay for all participants who are automatically enrolled in the Thrift Savings Plan (TSP) on or after October 1, 2020. |
| Assumptions: | This will apply to new or rehire employees. This change will not affect the contribution rates in place for those participants who were enrolled in the TSP prior to October 1, 2020. The current coding in place is not changing except for the percentage from 3% to 5%. |

Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

System Modifications will be made to allow only new hire or rehired employees to contribute TSP at 5% instead of the 3% on or after October 1, 2020 effective pay period 20/2020. A date check will be used to ensure that only the employees hired or rehired on or after October 1, 2020 will contribute the new 5%, since October 1 does not fall on the first day of pay period 20/2020.

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

"Not Applicable"

External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief:
/s/ Josie Stovall, Acting

Date:
04/24/2020

Signature of Web Requirements Branch Chief:

Date: