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

Functional Requirements Document (FRD)		
Project# 39069	**Project Title: Add a Pop-Up Screen When Address Changes are Made in NFCs Front-End Systems (Epic and EmpowHR)**	**Date Prepared:** 08/07/2019

Version 1.0	As of:

Category:

⌐ Legislative	⌐ Regulatory	1°7 NF C Initiated	I Customer Request

Impact:

⌐ Agency Specific	V Community	⌐ – Multiple Agencies	⌐ Core NFC

Impacted Directorate	⌐ Mainframe (SRB)	P"° Web (WRB)	⌐ Mainframe and Web

Requirements Project Analyst Contact Information		
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Requesting Official (Agency official authorized to submit Software Change Request (SCR) to the Government Employees Services Division (GESD).	Agency Project Officer (APO) (If Different from Requesting Official)	Agency Contact Person (If Different from Requesting Official and/or APO)
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Changes to this document are not allowed. If you do not concur with the requirements outlined in the FRD, please provide details to your Customer Service Representative.		

Functional Requirements Document (FRD)		
Project# **39069**	**Project Title:** Add a pop-up screen when address changes are made in NFC's front-end systems (EPIC and EmpowHR)	**Date** **Prepared:** **8/07/19**

Scope:	For Payroll Action document 349 Address, display a pop up box for EPIC and display a message at the bottom of the screen for EmpowHR. The message will read, "Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly."
Assumptions:	*NIA*

Functional Requirements

I Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

1 Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

I Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

!7 Payroll Web Systems Branch (PWSB) Requirements

EPIC
For Payroll Action 349 Address Document, will be modified to display a popup message box
with "Please notify the employee of their responsibility to contact the FEHB/BENEFEDS
carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS ,
FLTCIP), contact BENE FEDS d ir e c t l y." In the   popup box an "OK" button must be clicked to
cont i nue .

! Adm inistrative Web Systems Branch (AWSB) Requirements

" Not   App l i ca bl e "

Functional Requirements Document (FRO)		
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p·- Human Resources Applications Branch (HRAB) Requirements

Em wHR

For Payroll Action 349 Address Document,will be modified to display a popup message box with "Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCII?),contact BENEFEDS directly." In the popup box an "OK" button must be clicked to cor.tinue.

1 **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief: Date:

Signature of Web Requirements Branch Chief: **Date:**
Amanda Nguyen (Acting)   *Isl*   9/25/19