



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

### Functional Requirements Document (FRD)

<b>Project#</b> 43915	<b>Project Title:</b> NFC W4 Correction to include Other Tax Credits	<b>Date Prepared:</b> 08/19/2020
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**Version 3.0**

**As of: 11/20/2020**

<b>Scope:</b>	<p>Modify Web Systems to allow users to enter Other Tax Credits. Per W-4 Form Step 3 instructions, Other Tax Credits such as Child Tax Credit and Credit for Other Dependents can be included in the Total Claimed Dependents field.</p> <p>Reference Original Project #39546 W-4 Employee Withholding Certificate</p>
<b>Assumptions :</b>	<p>Currently the systems automatically sum the Total Claimed Dependents field from Qualified Children and Other Dependents fields. The systems will no longer calculate the Total Claimed Dependents. The users will need to perform the calculation manually and include other Tax Credits (if apply) and enter the amount on the Total Claimed Dependents.</p> <p>This modification will not impact employees who already have the new 2020 W-4. If an employee has entered dependent amounts that were previously totaled, that amount will remain.</p>

### 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**

**EPP:**

Modify EPP Web system Step 3 (Claim Dependents) Total Claimed Dependents field from read-only to a fillable field to accommodate employees who want to add Other Tax Credits.

The current Total Claimed Dependents for Qualifying Children and Other Dependents field description in EPP Step 3 will be changed to match the current IRS W-4 form as stated below:

**Add the amounts above and enter the total here . . .**

EPP will no longer automatically add the amounts. The user will have to calculate the sum of the Qualifying Children, Other Dependents, other Tax Credits, and enter it in the "Add the amounts above and enter total here" field in Step 3.

Add the following edits in Step 3 to the "Add the amounts above and enter the total here" field (Total Claimed Dependents):

- The field should be whole dollars only.
- The field max will be 999999.99.
- The field must be = or > than Qualified Children and Other Dependents fields.

**EPIC:**

Modify the EPIC Web system Total Claimed Dependents field from read-only to a fillable field to allow users to enter Other Tax Credits (if apply). The Total Claimed Dependents field will be renamed to "Total Dependents and other Tax Credits".

EPIC will no longer automatically add the amounts. The user will have to calculate the sum of the Qualifying Children, Other Dependents, other Tax Credits, and enter it in the open Total Dependents and other Tax Credits field.

Add the following edits to the Total Dependents and other Tax Credits field:

- The field should be whole dollars only.
- The field max will be 999999.99.
- The field must be = or > than Qualified Children and Other Dependents fields.

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

"Not Applicable"

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

Modify the EmpowHR system Total Dependents field from read-only to a fillable field to allow users to enter Other Tax Credits (if apply). The Total Dependents field will be renamed to "Total Dependents and other Tax Credits".

EmpowHR will no longer automatically add the amounts. The user will have to calculate the sum of the Qualifying Children, Other Dependents, other Tax Credits, and enter it in the open Total Dependents and other Tax Credits field.

Add the following edits to the Total Dependents and other Tax Credits field:

- The field should be whole dollars only.
- The field max will be 999999.99.
- The field must be = or > than Qualified Children and Other Dependents fields.

**External Vendor Requirements**

"Not Applicable"

**Signature of Systems Requirements Branch Chief:**

**Date:**

**Signature of Web Requirements Branch Chief:**

**Date:**

/s/ Amanda Nguyen

11/30/2020