



Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
73785	EPP Paperless Option for W-2 and 1095-C	10/11/2023

Version:	As of:
1.0	

Scope:	Due to numerous returned mailings and resources spent on mailing to incorrect addresses for W-2 and 1095-C, a NAG message will be added to the Employee Personal Page (EPP) to prompt employees to OPT OUT of having their W-2/1095C mailed. The frequency of the reminder will be every time the users log into EPP application and have not signed up for the paperless option for W-2 and 1095-C.
Assumptions:	Employees will continue to receive the reminder message until they sign up to go paperless.

Functional Requirements

<input type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements
"Not Applicable"

<input type="checkbox"/> Personnel Applications Systems Branch (PESB) Requirements
"Not Applicable"

<input type="checkbox"/> Administrative Applications Systems Branch (AASB) Requirements
"Not Applicable"

<input checked="" type="checkbox"/> Payroll Web Systems Branch (PWSB) Requirements
<u>EPP and EPP Mobile:</u> Add a NAG message to the Employee Personal Page (EPP) prompting user to go paperless for W-2/1095-C only if the user has NOT OPTED OUT of having the W-2/1095C mailed to the address on file in EPP. The message will be displayed after the user confirms the Address Verification NAG and will be read as follows: "Would you like to go paperless for your W-2/1095-C"? A "Yes

and "No" buttons should be available for employee selection. If "Yes" is selected, take the user directly to the OPT OUT page to go paperless for W-2/1095-C. If "No" is selected, take the user to the Employee Home Page.

The frequency of the reminder will be every time the user logs into EPP and has not signed up for the paperless option.

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

"Not Applicable"

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External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
n/a	

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	10/25/2023