



Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
42817	Manager Recruit Request changes	03/19/2024

Version:	As of:
1.0	03/19/2024

Scope:	<p>This project shall provide the ability for PAR HR Processing, and Position Information users to view the contents (approvals, comments, and attachments) of Approved Manager Recruit Requests (MRR) transactions. The MRR record shall be indirectly connected to the actual hiring, via the Position Information component and become a part of the recruitment history.</p> <p>In addition, EmpowHR MRR, Position Management and recruiting (USA Staffing, Monster etc.) functionality shall have the ability to notify users (with the proper Row Level Security RLS and Menu access) that the position is ready to be transmitted to the recruiting vendor.</p> <p>Finally, enhancements to the EmpowHR custom MPR and MRR Transaction and Status pages shall provide the necessary Requestor/Initiator information that is missing from the PeopleSoft delivered AWE workflow chain sub-pages.</p>
Assumptions:	<p>The design of the PeopleSoft <i>delivered</i> Approval Workflow Engine (AWE) sub-pages that portray the approval workflow chain showing the Approvers and Approval Steps involved with the approval process, for the specific transaction (Manager PAR Request - MPR, Manager Recruit Request - MRR), do not provide any details regarding who the Initiator/Requestor was that created the transaction.</p>

Functional Requirements

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

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

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.

Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Modify EmpowHR functionality to provide additional features and clarity for Manager PAR Request (MPR), Manager Recruit Request (MRR), Position Information, and USA Staffing users:

1. The "Requestor/Initiator" field shall be added to each MRR/ MPR Transaction entry Page, and each MRR/MPR Status page.
2. Add "Staffing Email" capability to the Position Information → "Description" tab. This shall provide users the ability to send emails to specific users who have RLS access to the specific Position and EmpowHR access to transmit that Position to their agencies Staffing vendor.
 - a) The "Staffing Email" button shall be located in the US Federal section on the Position Information → "Description" tab near the "PAR Nbr:" field.
 - b) Selecting the "Staffing Email" button populates values that will automatically fill fields on the "Send Notification" page when the "Notify" button is selected by the user. If all normal edits are successful, it also saves the Position record, and a message stating "Notification email processing has been set for only the most current Position record" will appear.
 - c) As delivered by PeopleSoft, the "Notify" button is located at the bottom of the page.
 - d) The values that populate the "Send Notification" page will change based upon whether the current Position record is associated with an MRR transaction or not.
 - e) The "Notify" button will open the "Send Notification" page.
 - f) If the position transaction occurred through MRR and the Staffing Email button is selected, the email Message Text shall be prepopulated with the following message: "This position has been Approved using Manager Recruit Request and is ready to be transmitted to your Staffing vendor."
 - g) If the position transaction is not sourced using MRR and the Staffing Email button is selected, the email Message Text shall be prepopulated with the following message: "This position is ready to be transmitted to your Staffing vendor."
 - h) Located on the "Send Notification" page is the "Generate Email Addresses" hyperlink. The hyperlink shall provide users the ability to populate the "To:" field with the email address for each staffing user who has RLS access to the specific Position and EmpowHR access to transmit that Position to their agencies Staffing vendor.
 - i) Each data entry field on the "Send Notification" page is fully editable by the user should manual changes be needed.

- j) Upon selecting the “OK” button to send the email notifications, the list of users who have an email address in the “To:” box are each sent the email.
 - k) The email notification shall contain the following information:
 - o Subject: Position is ready for Staffing Transmission
 - o Priority: 1-High
 - o Date Sent:
 - o CC:
 - o A hyperlink to click to access the Position transaction.
 - o Message text: “This position has been Approved using MRR and is ready to be transmitted to your Staffing Vendor.” or “This position is ready to be transmitted to your Staffing Vendor.”
 - l) The process is the same to use the “Staffing Email” button, “Notify” button, and to get to the “Send Notification” page for MRR and non-MRR sourced positions.
 - m) The only difference is the email message text where MRR positions state, “This position has been Approved using MRR and is ready to be transmitted to your Staffing Vendor.”, and Non-MRR positions state, “This position is ready to be transmitted to your Staffing Vendor.”
 - n) A new custom Permission List will be added to the current custom “PeopleSoft User” roles that each customer uses in order to provide access to the “Send Notification” page.
3. A new URL link containing the MRR Request number on the Position Information → “Description” tab in the US Federal section shall be available to provide users access to the original MRR transaction along with its attachments* when the specific Position record has been sourced by the MRR process.

*The steps a user shall perform to access this functionality are as follows:

- a) Within HR Processing menu go to the Position Information → “Job” Tab associated with an approved MRR created position.
- b) On the Job tab scroll to the “Position number” field and select the red glyph.
- c) From the red glyph Select the “Position Information” menu item.
- d) This will open the Position Information → “Description tab.” Scroll down to the “US Federal” section and the newly created MRR# shall be a hyperlink to click.
- e) Once the MRR hyperlink is selected, a new browser session will open containing the original MRR transaction and include the newly created “Requestor/Initiator” (employee) name information.
- f) This page shall also display the “Attachments” button. Once the “Attachments” button is selected the user can access the attachments associated with the approved MRR transaction.
- g) Users may also start this process by opening their Position Number directly in the Position Information menu selection and following the steps starting at step d) above.

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<input type="checkbox"/> External Vendor Requirements
"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
N/A	

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	3/28/24