Functional Requirements Document (FRD)

Project#	Project Title:		Date Prepared:
34385	NFC EmpowHR CI Tool		05/1/2018

Version:		As of:
2.0		03/11/2025

Scope:	The scope of the project is to add additional NOAs 302, 317, 355, 357, **385**,450, 460, 471, 472, 473, 773, 780, 792, 883,908, 939 to a new version of the Mass PAR exceltoCI Tool (v9).
Assumptions:	- NFC generated the most used NOAs to Action reason codes because the CI Tool can only contain one combination per NOA. - There will be a phased 2 project to be implemented on a later date (TBD). The fields in question are not on the PS_Z_IMP_TRANS_063 staging table and require interface changes. 292 – includes educational details 721 – includes base pay 890 – includes base pay 894 – includes base pay

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"

☐ **Payroll Web Systems Branch (PWSB) Requirements**

"Not Applicable"

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

"Not Applicable"

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

The current process of manually entering multiple submission of the same NOA/ personnel action can be completed but is very labor intensive and time consuming. Adding additional NOAs (Nature of Actions) to the existing EmpowHR exceltoCI tool would be a substantial cost savings to all EmpowHR agencies.

Add messages for the Forest Service Webservice for NOAs 302, 317, 355, 357,**385**,450, 460, 471, 472, 473, 773, 780, 792, 883, 908, 939.

Note for all NOAs added to CI Tool*: SSN/Emplid, Sub Agency, Poi, Effective date, and Action date are <u>required fields</u> and needed on each PAR NOA.*

Create a new version (v9) of the **PAR Mass Action Template (ExceltoCI tool)** tool:

1. On the "Connect Information" worksheet

    a. In the NOA field, add NOAs 292, 302, 317, 355, 357, **385**, 450, 460, 471, 472, 473, 773, 780, 792, 883, 890, 908, 939 to the dropdown list.

2. On the "Data Input" worksheet

    a. The SSN or Emplid field will be included based on the selection on the "Connect Information" worksheet.

    b. The optional and required fields for each NOA will be determined by EmpowHR's Table 101.

    c. The optional and required fields required by PINE for each NOA is determined by EmpowHR's Table 101. The CI spreadsheet includes a tab in the workbook for the required and optional fields for each NOA. The new NOAs will have these required/optional fields added to the workbook tab.

    New par CI noas req- opt fields.xlsx

    d.

3. On the "Staging & Submission" worksheet

    a. The Nature of Action Code field will be pre-populated based on the selection on the "Connect Information" worksheet.

    b. The Process Name field will default to "CIIMP"
    c. The Previous Class Action field will be pre-populated based on the selection on the "Connect Information" worksheet.

The Action and Reason Code fields will be pre-populated based on the selected NOA code as specified below:

GVT_NOA_CODE	ACTION	REASON CODE
302	RET	ETR
317	RES	OTH
355	TER	EOA
357	TER	LOW
385	TER	DPP
450	SUS	NTE
460	LOA	EDU
471	LOF	LOF
472	LOF	LOW
473	LOA	MIL
773	EXT	ELP
780	NAM	MAR
792	DTA	CDS
883	DTA	CVP
908	TER	TER
939	PAY	OTH
Phase 2*		
292	RFL	RFL
721	XFR	REC
890	PAY	ADJ
894	PAY	ADJ

3a. Once the data is entered and is submitted on the CDDI tool to EmpowHR:

The data on the exceltoCI spreadsheet will be submitted to EmpowHR and edits will be performed on stored information on the EmpowHR PAR staging table in the same way the current NOAs are stored. The row will be inserted into PAR Processing / HR Processing and the row will be marked NFC Ready for transmission to PPS.

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

4. **Note for USDA Forest service use of the EXCELTO CI**:
   USDA Forest Service (FS) keeps employee's actions in eTracker. When there are changes on actions in eTracker, these changes need to be sent to EmpowHR to update the PAR actions for these employees. Currently, USDA FS enters action changes, originated from eTracker, into ExcelToCI, and then update EmpowHR.

NFC implemented a web service for Forest Service. eTracker can call this web service to send the action changes directly into EmpowHR. Forest Service users don't have to enter the data into ExcelToCI and then update EmpowHR from ExcelToCI.

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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	03/11/2025

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