



Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
42127	Create ExceltoCI tool for Payroll document 075	09/14/2023

Version:	As of:
3.0	02/13/2025

Scope:	Create a new Component Interface tool (ExceltoCI TOOL) for the Performance Appraisal Payroll Document (075)- Phase 1
Assumptions:	Department of Justice made an original request for this work; please refer to SCR1493794-30579. • Other Payroll document ExceltoCI Tools will be developed in the future. We will use this same project number but add phases as we create the other Payroll documents: Doc 030 MASTER FILE CHANGE, Doc 088 CFC804, CHARITABLE CONTRIBUTIONS Doc 083 or 086 UNION/ASSOCIATION DUES, Doc 120 MULTI-ELEMENT UPDATE, Doc 444 EHRI & RSM ELEMENTS

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 type="checkbox"/> Payroll Web Systems Branch (PWSB) Requirements
"Not Applicable"

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

Create a new CI Tool for Payroll Document 075 Performance Appraisals:

This CI Tool will only allow **Adds** no updates. This 075 document CI Tool can be used for ADDs or new 075 performance documents.

1. On the "**Connect Information**" worksheet
Environment:
Web Server Machine Name:
Protocol: HTTPS
HTTP Port:
People Soft Site Name: HR
Node: PT_LOCAL
Language Code: ENG
Chunking Factor:
Error Threshold:
Submit Blanks as Input:
Action: Create

2. On the "**Data Input**" worksheet
 - a. Z_075PAYROLLDOC_MASSLOAD_CI:
 - b. Then create the following Record types:

Employee ID
Employee Record
Entry Date - Auto assigned
User ID- (Systematically determined)
Review Period From (Date)
Review Period To (Date)
Rating Scale
Review Rating
Year Acquired
Pay Period Number

1. On the "**Staging & Submission**" worksheet:
 - a. Add the above fields to the staging table
 - b. The Process Name field will default to "CIIMP"

4.Required and Optional fields:

Date and Review From (date)
Entry

Below is a screen print of the current fields in 9.0 environment for the payroll document:

The screenshot displays the EMPowerHR interface for a Performance Appraisal. At the top, the logo for EMPowerHR (SOLUTIONS FROM HIRE TO RETIRE) is shown alongside the text "(US Dept of Agriculture) on USDATEST". The navigation path is: Favorites | Main Menu > Manage Performance > Use > 075 - Performance Appraisal. The main form area contains the following fields and controls:

- Empl ID:** [Redacted]
- Record 0 S S N XXX-XX-0200**
- Performance Appraisal** header with "Find | View All" and pagination "First 1 of 3 Last".
- Entry Date:** 12/23/2007
- Transaction Status:** Applied (dropdown menu)
- User ID:** [Redacted]
- Appraisal Period:**
 - Review From Date:** 10/01/2006
 - Review Thru Date:** 09/30/2007
- Appraisal Rating:**
 - Rating Scale:** H (dropdown) - 5 Tier Performance
 - Review Rating:** 3 (dropdown) - FULLY SUCCESSFUL OR EQUIVALENT
 - Pay Period Number:** 26
 - Pay Period Year:** 2007

At the bottom of the form, there are two rows of buttons:

Row 1: Save, Return to Search, Previous in List, Next in List, Notify

Row 2: Add, Correct History

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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:

Amanda Nguyen /S/

02/13/2025

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