



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

## Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
73846	EmpowHR-Emploid Delete Request	11/20/2024

Version:	As of:
1.0	11/20/2024

<b>Scope:</b>	The scope of this project is to identify and correct Dual Appointments which create a false appointment resulting in duplicate EmpowHR Employee ID's.
<b>Assumptions:</b>	<p>Agencies are using the wrong components to process dual appointments and needs correction by accurate processing. Currently, users are using EmpowHR "Add employment" instance USF component. This has resulted in creating false dual appointment scenarios. The Duplicated EmplID's' must be fixed by merging the data records.</p> <p><b><u>Processing to Preventing False Dual Appointment</u></b></p> <ol style="list-style-type: none"><li>1. Upon a rehire (within their same agency), user will use the EmpowHR <u>PAR processing</u> component and perform a rehire action.</li><li>2. If an agency does not have security access for the employee/candidate, they intend to hire, the agency will use the EmpowHR <u>Department Transfer Component</u>.</li><li>3. If an agency is converting a Person of Interest (POI) or Contractor (CTR) to an employee, then must use the EmpowHR "<u>Add Employment Instance</u>" USF component</li><li>4. When hiring an employee for more than one appointment within EmpowHR, use the "<u>Add Employment Instance</u>" USF component. example: FEMA Reservist</li></ol> <p>The above steps are recommended guidelines to successfully bring people onboard and maintain their data.</p> <p><b><u>Dual Appointments</u></b></p> <ul style="list-style-type: none"><li>• When an accession personnel action is processed, and an active appointment exists in PPS; PINE issues Error Message Code 138- "Check if Dual Appointment". This action results in Master Record on the Database.</li><li>• Entry of the override status code = C bypasses the PINE message unless the employee is on a full-time work schedule in one of the appointments.</li><li>• Either the losing or the gaining agency must change the employee's work schedule before the override code will allow the action to apply and creates another master payroll record. (Exception is FEMA Reservist)</li></ul> <p><b>For FEMA Reservist PINE will Allow:</b></p> <ul style="list-style-type: none"><li>o Losing agency - WORK SCHEDULE = [F] FULLTIME</li><li>o Gaining agency - WORK SCHEDULE = [I] - Intermittent; [J] - Intermittent Seasonal</li></ul>

	<p><b><i>This is the only circumstance</i></b> under which an employee is allowed to have a full-time work schedule when there is more than one concurrent appointment.</p> <p>All other cases, employee must be part time or intermittent in both agencies.</p>
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## Functional Requirements

<input type="checkbox"/> <b>Payroll Applications Systems Branch (PASB) Requirements</b>
"Not Applicable"
<input type="checkbox"/> <b>Personnel Applications Systems Branch (PESB) Requirements</b>
"Not Applicable"
<input type="checkbox"/> <b>Administrative Applications Systems Branch (AASB) Requirements</b>
"Not Applicable"
<input type="checkbox"/> <b>Payroll Web Systems Branch (PWSB) Requirements</b>
"Not Applicable"
<input type="checkbox"/> <b>Administrative Web Systems Branch (AWSB) Requirements</b>
"Not Applicable"
<input checked="" type="checkbox"/> <b>Human Resources Applications Branch (HRAB) Requirements</b>
<p><u>EmpowHR Changes:</u></p> <p>To eliminate the system data inconsistencies, new controls will be placed on the EmpowHR "Add Employment" Instance USF component. The new controls will redirect the users to the correct EmpowHR components identified in steps 1 through 2 below. This applies to hiring / rehiring employee actions.</p> <p><b><u>Processing to Preventing False Dual Appointment</u></b></p> <ol style="list-style-type: none"> <li>1. Upon a rehire (within their same agency), user will use the EmpowHR <u>PAR processing</u> component and perform a rehire action.</li> <li>2. If an agency does not have security access for the employee/candidate, they intend to hire, the agency will use the EmpowHR <u>Department Transfer Component</u>.</li> </ol>

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

Signature of Systems Requirements Branch Chief	Date:

Signature of Web Requirements Branch Chief	Date:

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