



## Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
79008	NFC Trial Period for Excepted Service Appointments	03/04/2025

Version:	As of:
1.0	

<b>Scope:</b>	<p>The scope of this project is to provide up to 2-year trial periods for excepted service appointments (accession actions).</p> <p>This change affects all NFC serviced agencies - Community-Wide.</p>
<b>Assumptions:</b>	<ul style="list-style-type: none"><li>Any documentation that references Probationary Period should be updated to reflect Trial/Probationary Period.</li><li>Agencies with their own front-end systems will need to review as these changes may require modifications to your system(s). Agency modifications must be implemented at the same time as NFC.</li><li>NFC Bulletin/CN will be issued.</li></ul>

### Functional Requirements

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

<input checked="" type="checkbox"/> <b>Personnel Applications Systems Branch (PESB) Requirements</b>
<ul style="list-style-type: none"><li>Modify programming for employees hired under an Excepted Service Appointments to serve up to a 2-year trial/probationary period. Excepted Service Appointments Natures of Action Code (NOAC) :170, 171, 190, 570, 571, 590 and 130/LAC J8M only.</li><li>Modify programming to no longer allow Remark Code E19 to automatically be assigned to records with Natures of Action Code (NOAC) :170, 171, 190, 570, 571, 590 and 130. Agencies can input relevant remark manually.</li></ul>

<input type="checkbox"/> <b>Administrative Applications Systems Branch (AASB) Requirements</b>
"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.

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

**EPIC:**

Modify field label Probationary Period Start Date to Trial/Probationary Period.

**Reporting Center, Insight:**

Modify report field label or column name Probationary Period Start Date to Trial/Probationary Period.

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

"Not Applicable"

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

**EmpowHR:**

On PAR Processing, Hire Employee, Employment 2 Tab, modify field label name Emp Probation Period Date to Trial/Probationary Period Start Date, using Prob for Probationary if necessary.

**External Vendor Requirements**

"Not Applicable"

**Signature of Systems Requirements Branch Chief**

**Date:**

/s/ Michael Schleifstein

09/03/2025

**Signature of Web Requirements Branch Chief**

**Date:**

/s/ Amanda Nguyen

09/03/2025