



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:
79008	NFC Trial Period for Excepted Service Appointments	03/04/2025

Version:	As of:
1.0	

Scope:	<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>
Assumptions:	<ul style="list-style-type: none">Any documentation that references Probationary Period should be updated to reflect Trial/Probationary Period.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.NFC Bulletin/CN will be issued.

Functional Requirements

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

<input checked="" type="checkbox"/> Personnel Applications Systems Branch (PESB) Requirements
<ul style="list-style-type: none">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.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.

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

☒ **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