



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:
83079	Add NOA 721 to PAR CI	05/1/2026

Version:	As of:
1.0	

Scope:	The scope of the project is to add NOAs 721 to a new version of the Mass PAR exceltoCI Tool.
Assumptions:	

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"

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 NOAs (Nature of Actions) 721 to the existing EmpowHR exceltoCI tool would be a substantial cost savings to all EmpowHR agencies.

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

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

1. Add the following fields to the CI tool spreadsheet:
2. Manager Probation Period Date (Z_NF_MGR_PRBTN_DT / Z_MGR_PRBTN_DT_C)
3. Supv/Mgr Prob Period Reqrd (Z_NF_MGR_PRBTN_REQ)
4. Special Position Code (Z_NF_SPCL_POSN_CD)
5. Retirement Coverage Code (GVT_RETIRE_PLAN)
6. On the “Connect Information” worksheet
 - In the NOA field, add NOAs 721 to the dropdown list.
7. On the “Data Input” worksheet
 - The SSN or Emplid field will be included based on the selection on the “Connect Information” worksheet.
 - The optional and required fields for each NOA will be determined by EmpowHR’s Table 101.
 - The 721 NOA will have these required/optional fields added to the workbook tab:
 - Sub-Agency
 - Personnel Office ID
 - Effective Date
 - Action Date
 - Empl ID
 - Authority 1 Descr - Part 1
 - Authority 2 Descr - Part 1
 - Legal Authority (1)
 - Legal Authority (2)
 - Work Schedule
 - Supv/Mgrl Prob Period Date
 - Special Employment Program
 - Special Employee Code
 - COLA/Post Differential
 - Agency Use
 - Supv/Mgr Prob Period Reqrd
 - Special Position Code
 - Position Number Classification
 - Action Code
 - Reason Code
 - SF50 Remark Code
 - Remark Line 1
 - Remark Line 2

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

- Remark Line 3
- Remark Line 4
- Remark Line 5
- Remark Line 6
- Remark Line 7
- Remark Line 8
- Remark Line 9

8. On the "Staging & Submission" worksheet

- The Nature of Action Code field will be pre-populated based on the selection on the "Connect Information" worksheet.
- The Process Name field will default to "CIIMP".
- The 721 NOAC Action and Reason Code fields will be pre-populated with ACTION='XFR' and REASON='REA'

9. Add edits to the CI Tool to

- If the Z_NF_MGR_PRBTN_REQ is "1" (Yes, required), ensure the probation date (Z_NF_MGR_PRBTN_DT) is populated.
- ensure the newly added field (Supv/Mgrl Prob Period Date) only accepts dates in the MMDDYYYY format.

10. Add edits to the component interface to ensure

- The user has row-level security access to the position.
- The position is not encumbered (filled)
- The position grade matches the employee's grade level

Once the data is entered and is submitted on the CI tool to EmpowHR, the data on the excel to CI 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.

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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	8/26/2026

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