	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:**
1086796	Correct EmpowHR RECON Report	05/03/16

Version 2.0 **As of: 08/11/16**

Scope:	To verify the Payroll/Personnel System (PPS) fields are being mapped to the appropriate EmpowHR fields on the Reconciliation Report.
Assumptions:	1. The field, 'Pay Rate Determinant', is not a field that is currently being compared. This field shall be removed from the Reconciliation report. All references in the totals pages to 'Pay Rate Determinant' field shall be removed. 2. IR #1313745 modified the display of GVT_OCC_SERIES beside POSITION_NBR on the PAR page with the JOB tab. The NFC value is to be compared to this modified value (POSITION_DATA Interdisciplinary OCC Series if it has a non-space and non-zero entry, otherwise the POSITION_DATA.GVT_OCC_SERIES inherited from the JOBCODE. 3. In addition to mapping one field to another and comparing values, data for some fields is edited prior to the comparisons. The following manipulations embedded in the inherited process are assumed to be correct: • NFC's Z_GVT_FEHB_IND and Z_NF_TSP_ELIG_CD data is selected with CASE statements to convert numeric 1 thru 9 to alpha A thru I. • EmpowHR's GVT_CSRS_FROZN_SVC data is selected with a CASE statement to convert 0 to 0000 and to convert GVT_RTND_GRADE values that are a space to 00. • EmpowHR's POSITION is actually the IP if one is populated on the POSITION_DATA, otherwise it is GVT_JOB.POSITION_NBR. • EmpowHR's JOBCODE is actually the MR if one is populated on the JOBCODE_TBL, otherwise it is GVT_JOB.JOBCODE. For testing, note that PAR displays the value on POSITION_DATA (which should match the JOBCODE_TBL). • NFC does not contain Education Major Category. The NFC value used to compare to EmpowHR's value is derived from EmpowHR tables using the NFC MAJOR_CODE as a key to select a value from the EmpowHR PS_MAJOR_TBL. • If NFC does not have a non-zero RETAINED GRADE, then NFC GRADE is compared to EmpowHR GRADE and NFC RETAINED GRADE is compared to EmpowHR RETAINED GRADE. If NFC does have a non-zero RETAINED GRADE, then NFC GRADE is compared to EmpowHR RETAINED GRADE (and

	a discrepancy is listed as a RETAINED GRADE field error) and NFC RETAINED GRADE is compared to EmpowHR GRADE (and a discrepancy is listed as a GRADE field error). This code has been in place since it was explicitly specified in 2008. • The COMPRATE comparison uses the total of LOCALITY_ADJ and BASE PAY from both systems. In theory, the individual fields could differ and the totals match without an error. • Rules for STD_HOURS differ in the two systems. They are considered a match when NFC is double the EmpowHR value, when Work Schedule is I or J for 'Intermittent' and NFC is zero, or when Type of Appointment is not 2 and NFC is zero. This is changed with this SCR. • A blank 45 Day Code in either system is considered an 'N' when matching. • Education level differences are only reported when NFC is less than EmpowHR. This is a change with this SCR. The current production code does not report on this data element at all (but then prints totals of zero for the data element). • Differences in the three other Education fields are only reported when the Education Level values match (and are not a space). The NFC Year Acquired value of 2000 is considered to be zero when the Education Level is not in the range of 06, 10, 13, 15, 16, 17, or 19. See IR#1092218.

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"

Functional Requirements Document (FRD)		
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☐ **Payroll Web Systems Branch (PWSB) Requirements**

"Not Applicable"

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

"Not Applicable"

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

Issue:
The EmpowHR's NFC Reconciliation Report is used to detect discrepancies between data in PPS and data in EmpowHR. The NFC Reconciliation Report, when run, is producing mismatches when some of its fields are being compared to the EmpowHR's Z_HR_NFC102_REC fields.

Modification:
Modify and fix the code on the EmpowHR's NFC Reconciliation Report (ZNFCRECN.sqr) so that it matches the PPS fields. Verify the PPS fields listed below in the EmpowHR's NFC Reconciliation Report are mapped to EmpowHR's Table 102(Z_HR_NFC102_REC)and included in the SQR program to compare and print mismatches on the report. Use the Reference Number (Ref. No.) in the table below, NFC's Reconciliation Report Fields, to locate matching fields in the Z_HR_NFC102_REC table.

NFC's RECONCILIATION REPORT FIELDS

Ref. No.	FIELDS
4	Deptid
6	Employee ID
29	Jobcode
33	Position
19	GVT OCC Series
10	Grade
22	Retain Grade
36	Step
9	FLSA
32	Manager Level
11	Comprate
14	GVT FEGLI
21	Retire Plan
1	Barg Unit
27	Type of Appt
15	FEHB Ind

28	Work Schedule
57	SCD Retire Date
37	Appt Expire Date
23	Non-Pay NTE Date
26	Promotion NTE Date
48	Service Date
35	STD Hours
53	TSP-ELIGIBILITY-CODE
18	Uniform Status Code
2	Citizenship Status
40	Date OF Birth
34	Gender
51	COLA Diff
47	SCD WGI Date
38	Reportable Handicap Code
50	45 day code
52	Special Employee Code
24	Employment Program Code
46	SCD RIF Date
41	Career Tenure Date
42	Employee Probation Date
5	Education Level
49	Year Acquired
30	Education Major
31	Major Specialization
12	Creditable Military Service
43	Military Retired Date
13	Frozen Service Years
56	Leave Date

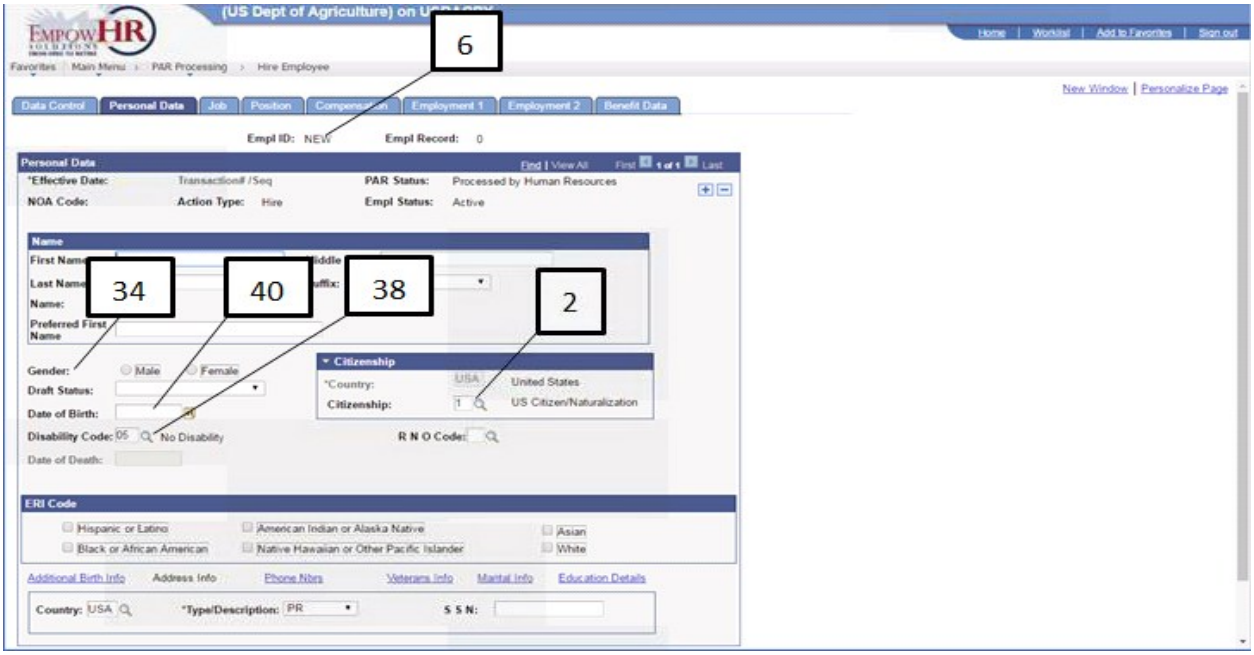
Below is a field break-down of EmpowHR's Table 102 (Z_HR_NFC102_REC). Fields in blue are used in the current Reconciliation Report:

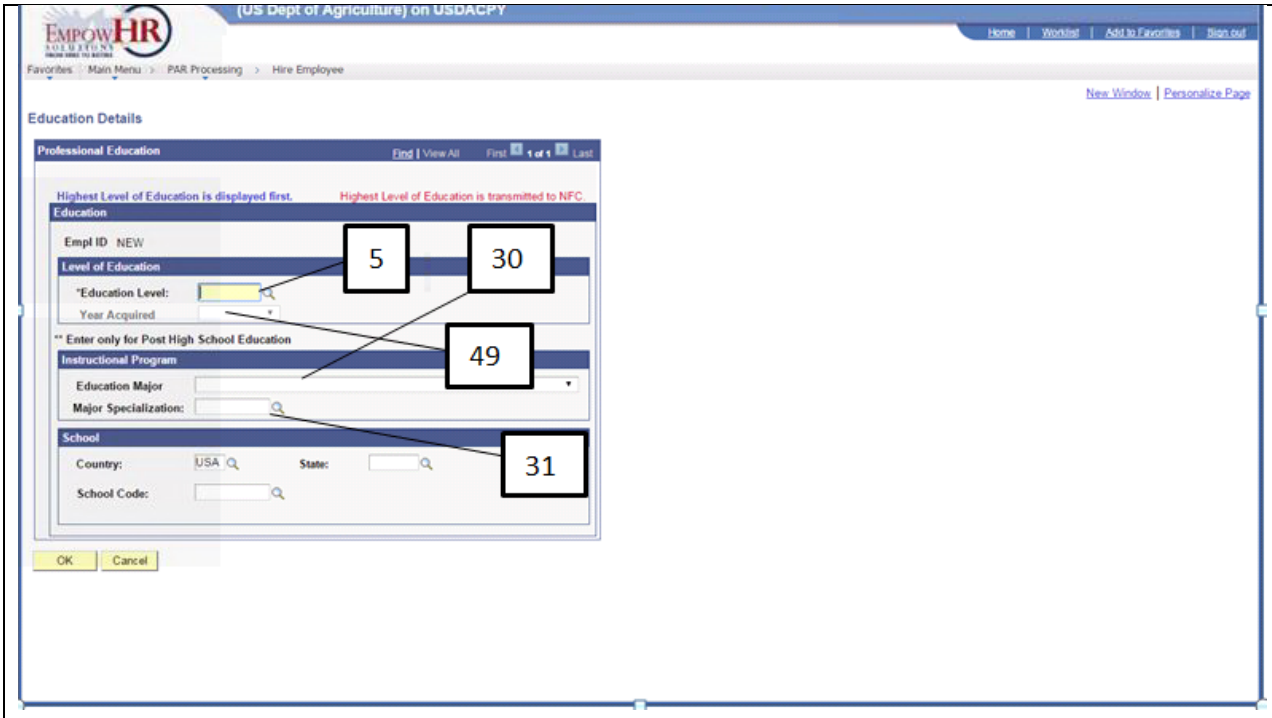
Z_HR_NFC102_REC

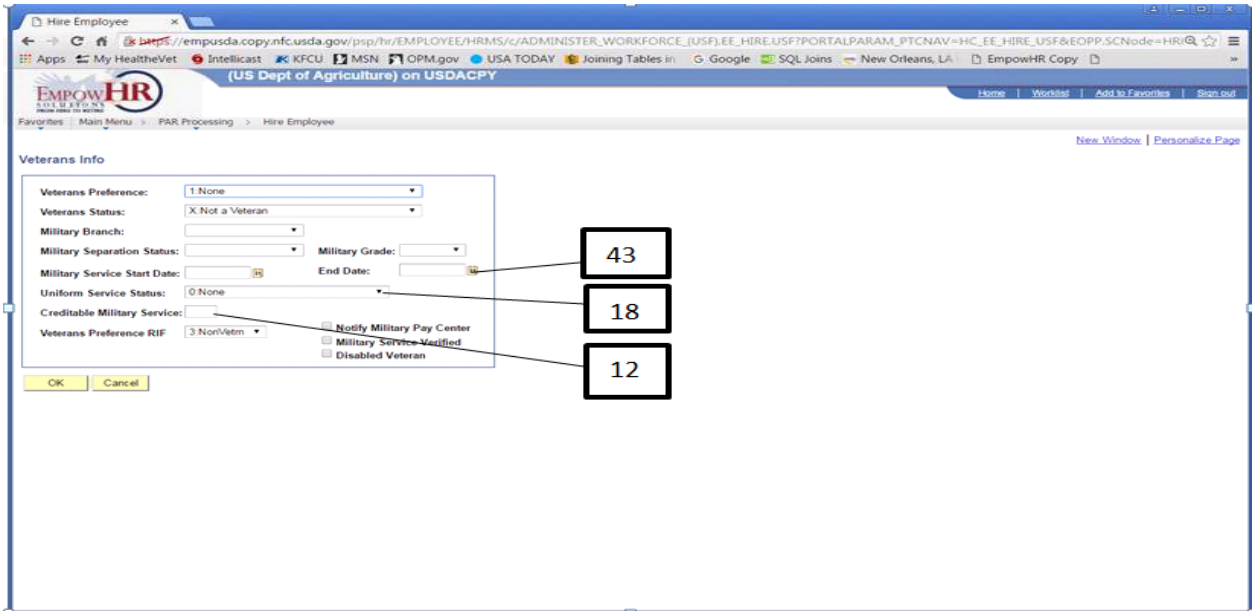
Ref. No	FIELDS
1	BARG_UNIT
2	CITIZENSHIP_STATUS
3	COMPANY
4	DEPTID
5	EDUCATION_LVL
6	EMPLID
7	ERN_PROGRAM
8	ETHNIC_GROUP
9	FLSA_STATUS
10	GRADE
11	GVT_COMPRATE
12	GVT_CRED_MIL_SVCE

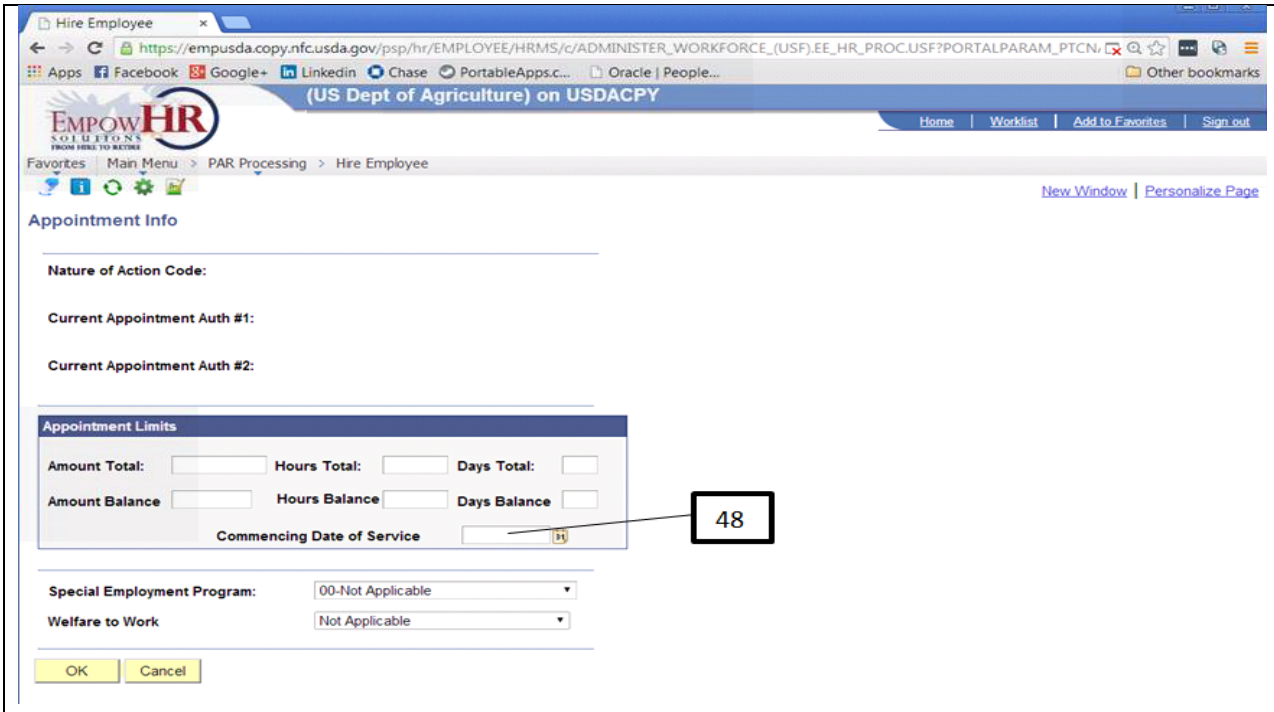
13	GVT_CSRS_FROZN_SVC
14	GVT_FEGLI
15	GVT_FEHB_IND
16	GVT_GEOLOC_CD
17	GVT_LOCALITY_ADJ
18	GVT_MIL_RESRVE_CAT
19	GVT_OCC_SERIES
20	GVT_POI
21	GVT_RETIRE_PLAN
22	GVT_RTND_GRADE
23	GVT_SABBATIC_EXPIR
24	GVT_SPEP
25	GVT_SUB_AGENCY
26	GVT_TEMP_PRO_EXPIR
27	GVT_TYPE_OF_APPT
28	GVT_WORK_SCHED
29	JOBCODE
30	MAJOR_CATEGORY
31	MAJOR_CODE
32	MANAGER_LEVEL
33	POSITION_NBR
34	SEX
35	STD_HOURS
36	STEP
37	Z_APPT_EXP_DT
38	Z_DISABILITY
39	Z_FEGLI_IND
40	Z_NFC_BIRTH_DT
41	Z_NFC_CAR_TEN_DT
42	Z_NFC_EMP_PROB_DT
43	Z_NFC_MIL_SVEND_DT
44	Z_NFC_NAT_ACT_CD
45	Z_NFC_SCDRETIRE_DT
46	Z_NFC_SCD_RIF_DT
47	Z_NFC_SCD_WGI_DT
48	Z_NFC_SVC_START_DT
49	Z_NFC_YEAR_ACQRD
50	Z_NF_ANN_LV_45
51	Z_NF_COLA_DIFF
52	Z_NF_SPCL_EE_CD
53	Z_NF_TSP_ELIG_CD
54	Z_ORG_CODE
55	Z_PAID_STATUS
56	Z_SCD_LEAVE_DT
57	Z_SCD_RETIRE_DT
58	Z_SSN

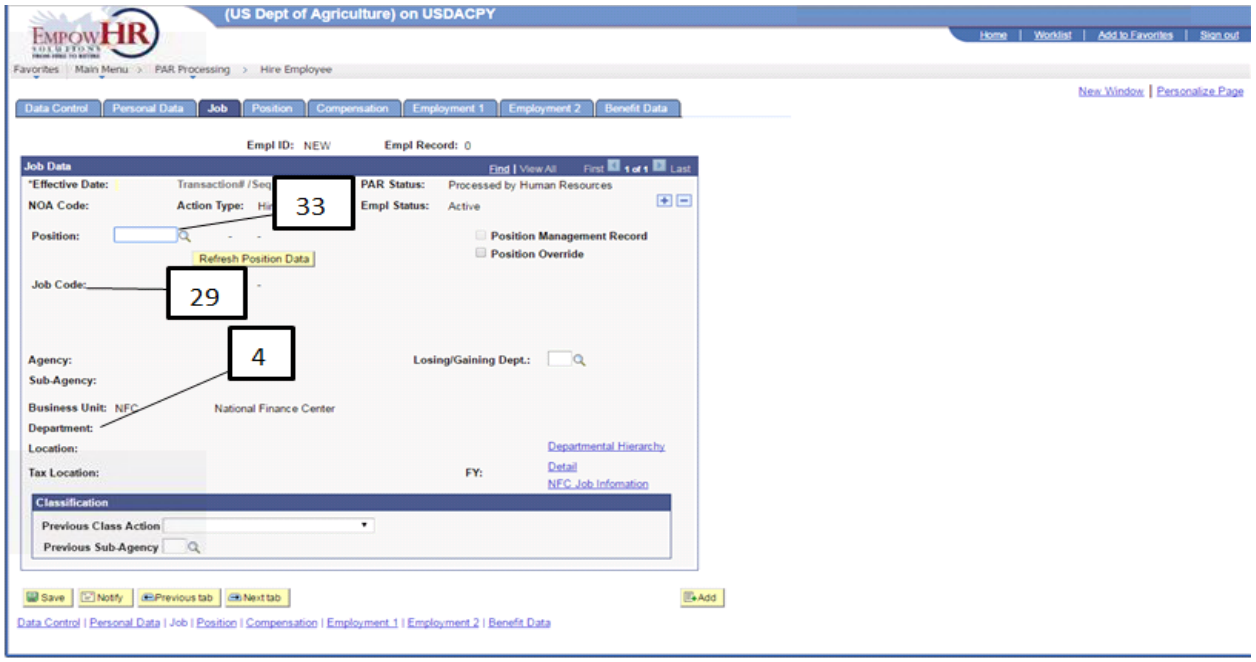
Below are EmpowHR's screen shots of the pages where the fields are located.




(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > | PAR Processing > | Hire Employee
New Window | Personalize Page
Education Details
Professional Education
Find | View All | First 1 of 1 Last
Highest Level of Education is displayed first.
Highest Level of Education is transmitted to NFC.
Education
Empl ID NEW
Level of Education
*Education Level:
Year Acquired
** Enter only for Post High School Education
Instructional Program
Education Major
Major Specialization:
School
Country: USA
State:
School Code:
OK
Cancel
5
30
49
31

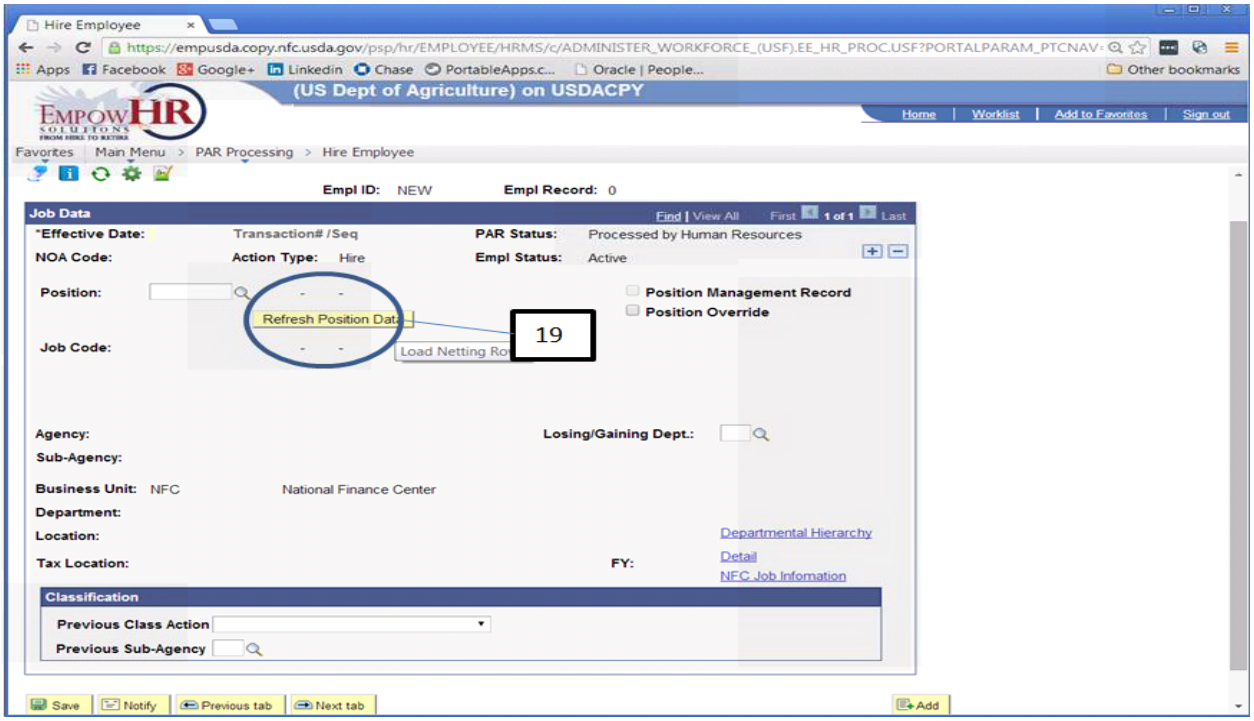

Hire Employee
https://empusda.copy.nfc.usda.gov/psp/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(USF).EE_HIRE.USF?PORTALPARAM_PTCNAV=HC_EE_HIRE_USF&EOPP.SCNode=HRI
Apps | My HealtheVet | Intellicast | KFCU | MSN | OPM.gov | USA TODAY | Joining Tables in | Google | SQL Joins | New Orleans, LA | EmpowHR Copy
(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > | PAR Processing > | Hire Employee
New Window | Personalize Page
Veterans Info
Veterans Preference: 1 None
Veterans Status: X Not a Veteran
Military Branch:
Military Separation Status:
Military Grade:
Military Service Start Date:
End Date:
Uniform Service Status: 0 None
Creditable Military Service:
Veterans Preference RIF 3 NonVetm
Notify Military Pay Center
Military Service Verified
Disabled Veteran
OK
Cancel
43
18
12

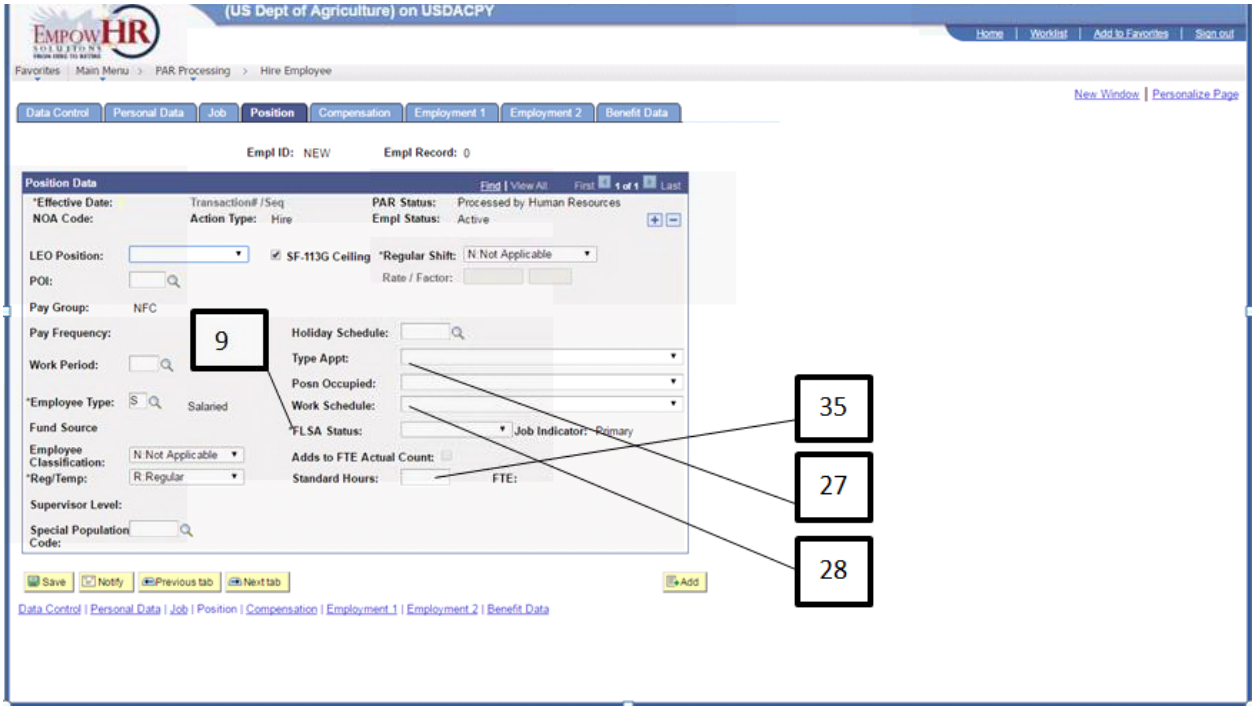


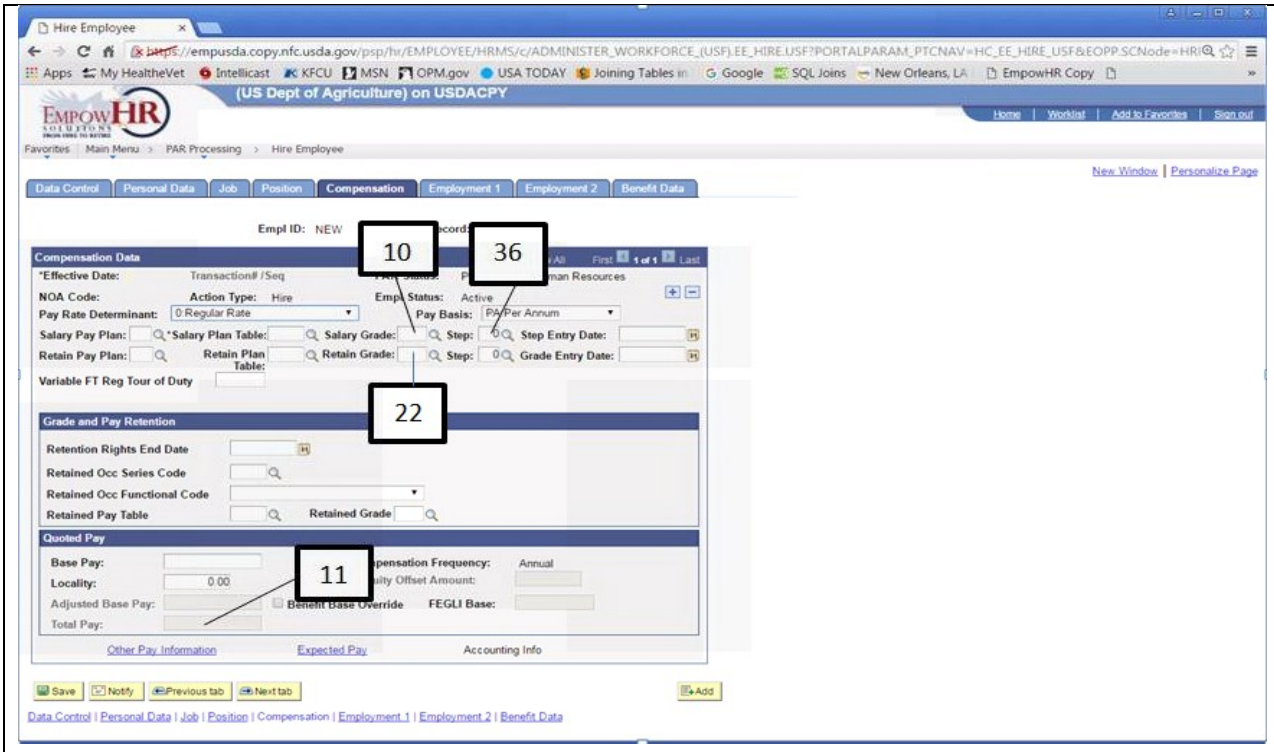


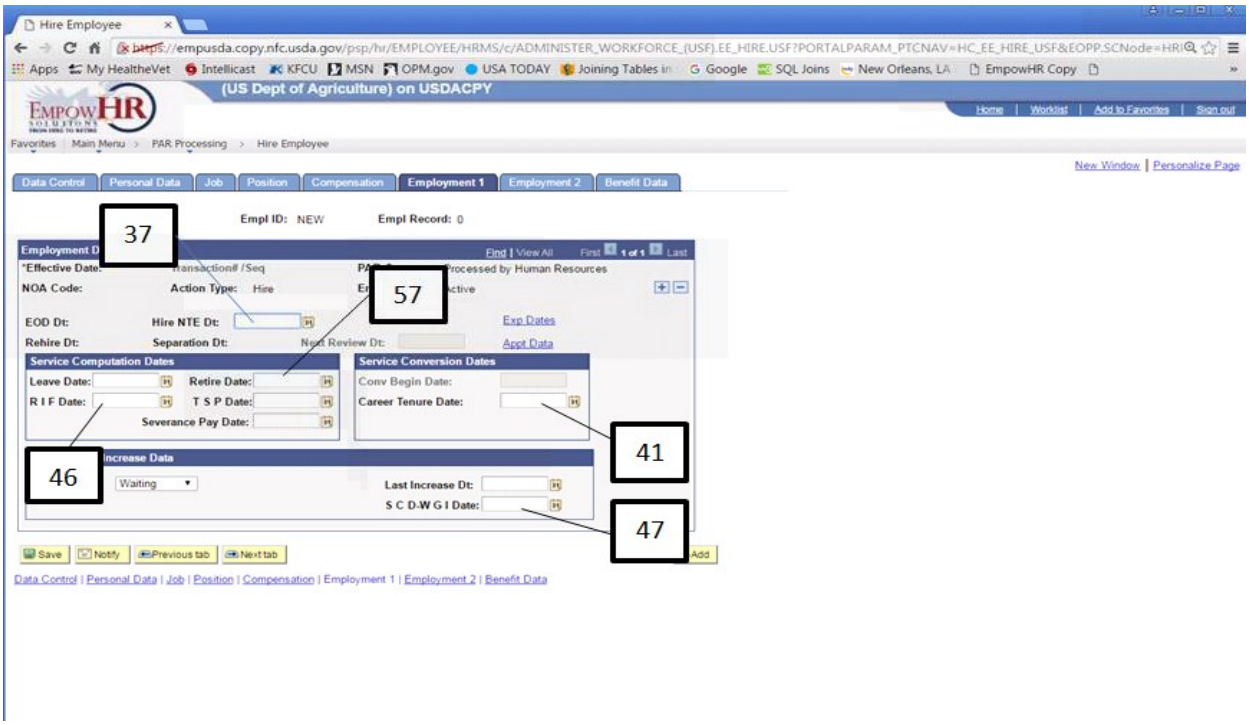
Note: EmpowHR POSITION field is actually the Individual Position number (IP) if one is populated on the POSITION_DATA, otherwise it is GVT_JOB.POSITION_NBR.

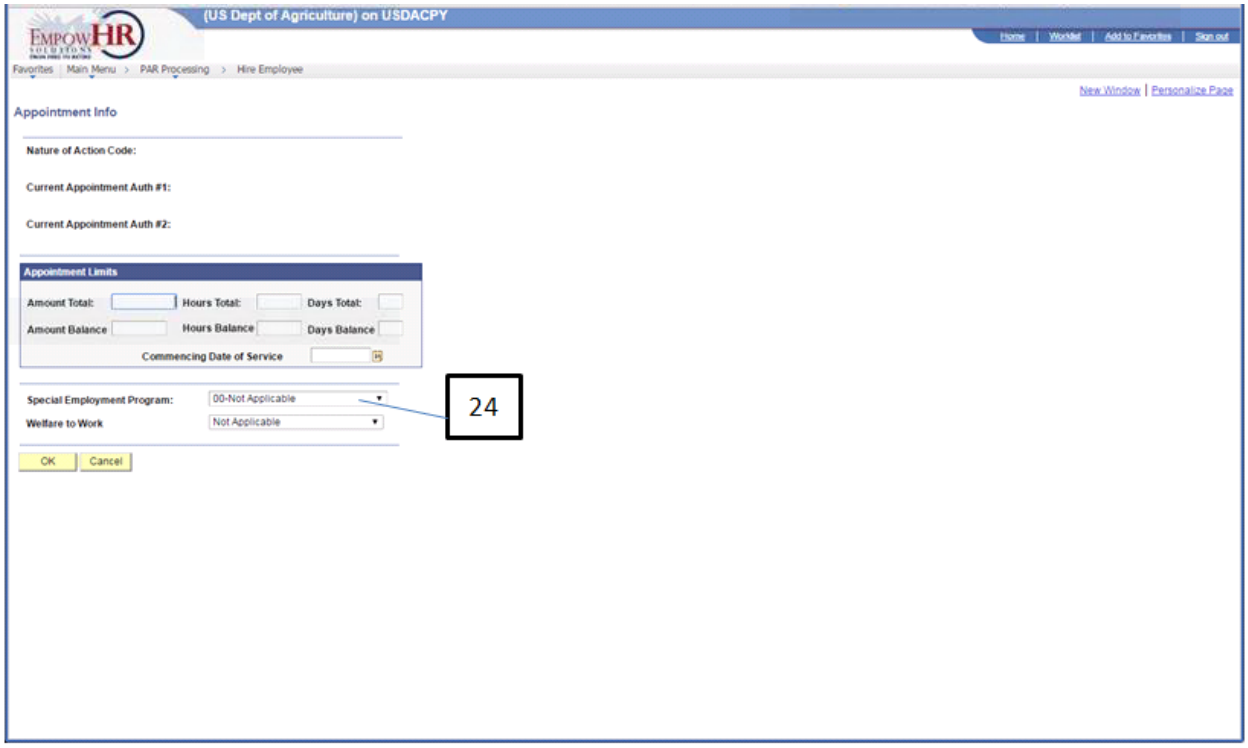
EmpowHR JOBCODE field is actually the Master record number (MR) if one is populated on the JOBCODE_TBL, otherwise it is GVT_JOB.JOBCODE.

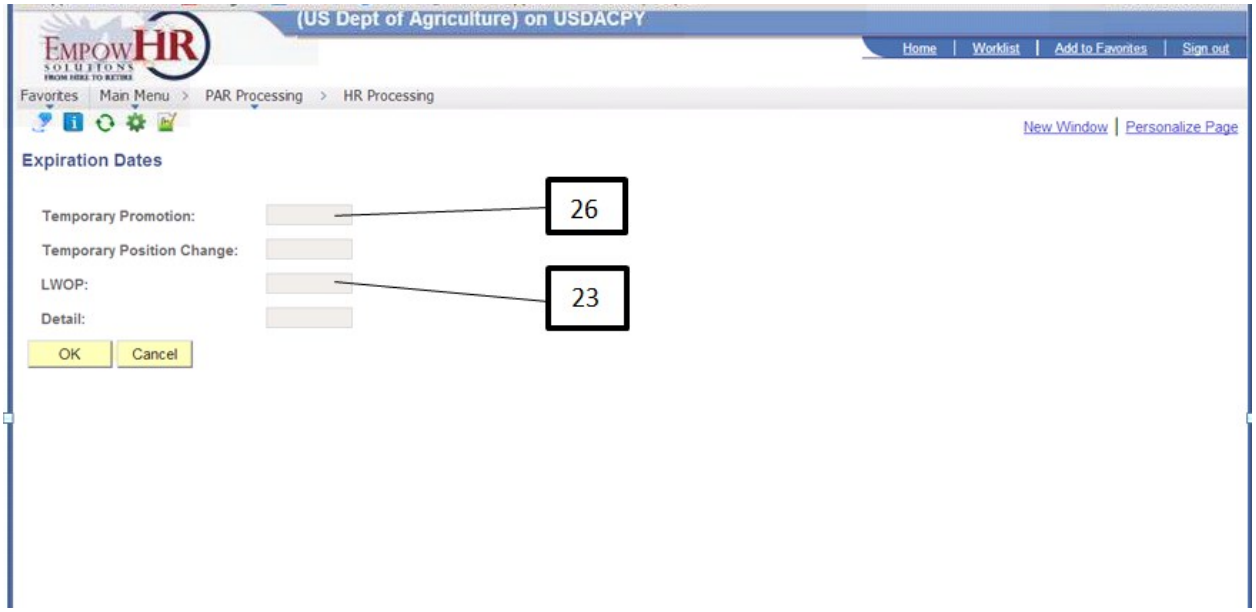

Hire Employee
https://empusda.copy.nfc.usda.gov/psp/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(USF).EE_HR_PROC.USF?PORTALPARAM_PTCNAV
(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > PAR Processing > Hire Employee
Empl ID: NEW
Empl Record: 0
Job Data
*Effective Date:
Transaction# /Seq
PAR Status: Processed by Human Resources
NOA Code:
Action Type: Hire
Empl Status: Active
Position:
Refresh Position Dat
Load Netting Ro
19
Position Management Record
Position Override
Job Code:
Agency:
Losing/Gaining Dept.:
Sub-Agency:
Business Unit: NFC
National Finance Center
Department:
Location:
Departmental Hierarchy
Tax Location:
FY:
Detail
NFC Job Infomation
Classification
Previous Class Action
Previous Sub-Agency
Save
Notify
Previous tab
Next tab
Add


(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > PAR Processing > Hire Employee
New Window | Personalize Page
Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data
Empl ID: NEW
Empl Record: 0
Position Data
*Effective Date:
Transaction# /Seq
PAR Status: Processed by Human Resources
NOA Code:
Action Type: Hire
Empl Status: Active
LEO Position:
SF-113G Ceiling
*Regular Shift: N Not Applicable
POI:
Rate / Factor:
Pay Group: NFC
Pay Frequency:
9
Holiday Schedule:
Work Period:
Type Appt:
Posn Occupied:
*Employee Type: S Salaried
Work Schedule:
Fund Source
*FLSA Status:
Job Indicator: Primary
Employee Classification: N Not Applicable
Adds to FTE Actual Count:
*Reg/Temp: R Regular
Standard Hours:
FTE:
Supervisor Level:
Special Population Code:
35
27
28
Save
Notify
Previous tab
Next tab
Add
Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data


Hire Employee
(US Dept of Agriculture) on USDACPY
Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2
Benefit Data
Empl ID: NEW
Compensation Data
Grade and Pay Retention
Quoted Pay
10
36
22
11


Hire Employee
(US Dept of Agriculture) on USDACPY
Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2
Benefit Data
Empl ID: NEW
Empl Record: 0
37
57
46
41
47


(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > PAR Processing > Hire Employee
New Window | Personalize Page
Appointment Info
Nature of Action Code:
Current Appointment Auth #1:
Current Appointment Auth #2:
Appointment Limits
Amount Total:
Hours Total:
Days Total:
Amount Balance
Hours Balance
Days Balance
Commencing Date of Service
Special Employment Program:
00-Not Applicable
Welfare to Work
Not Applicable
OK
Cancel
24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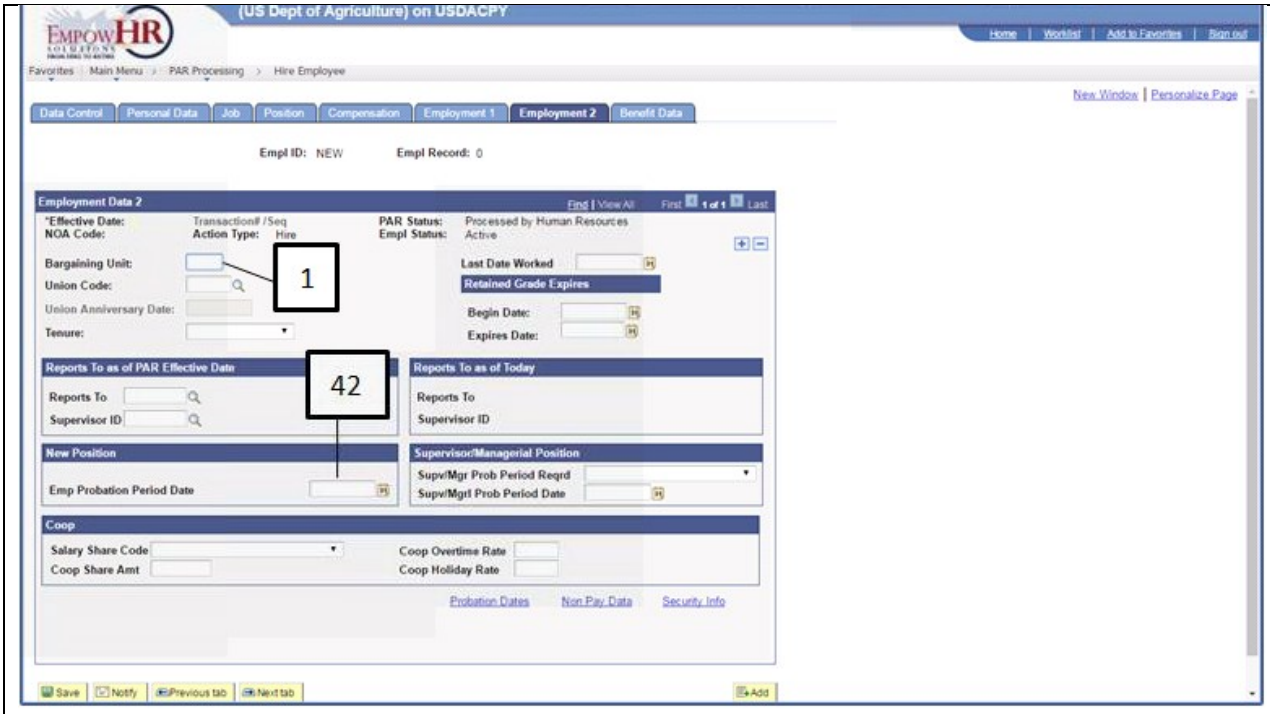
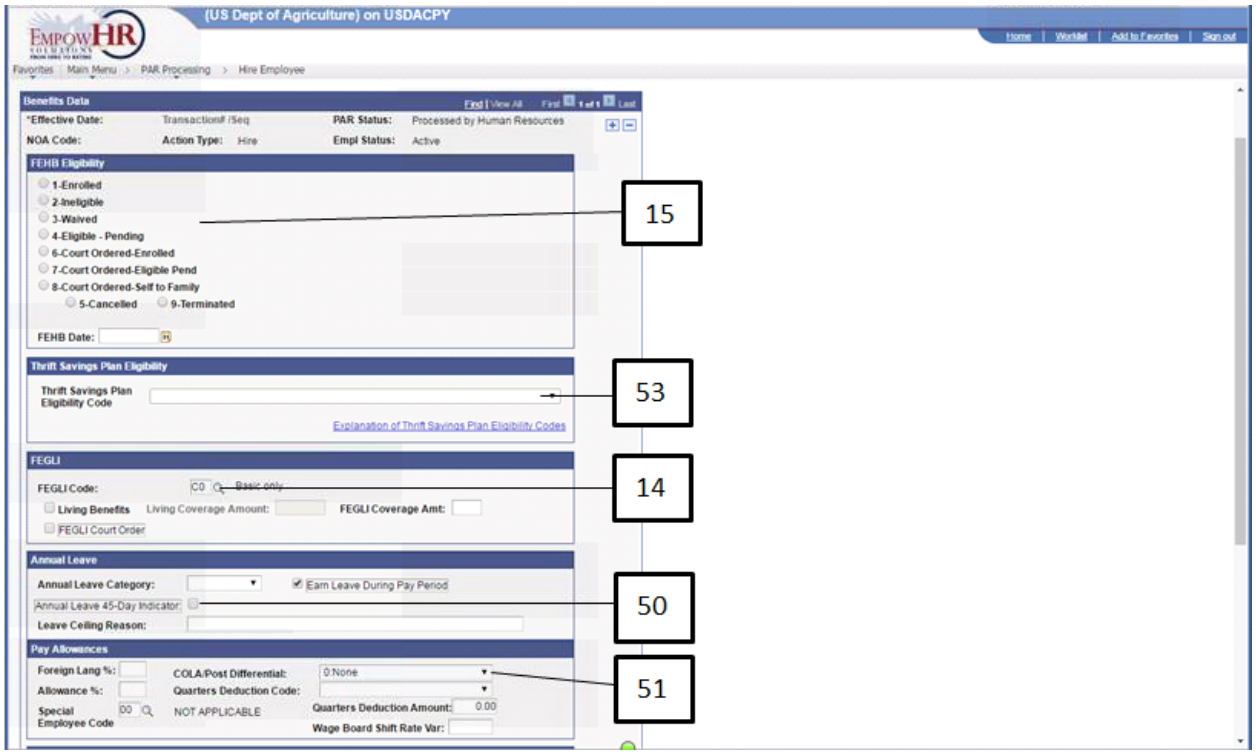
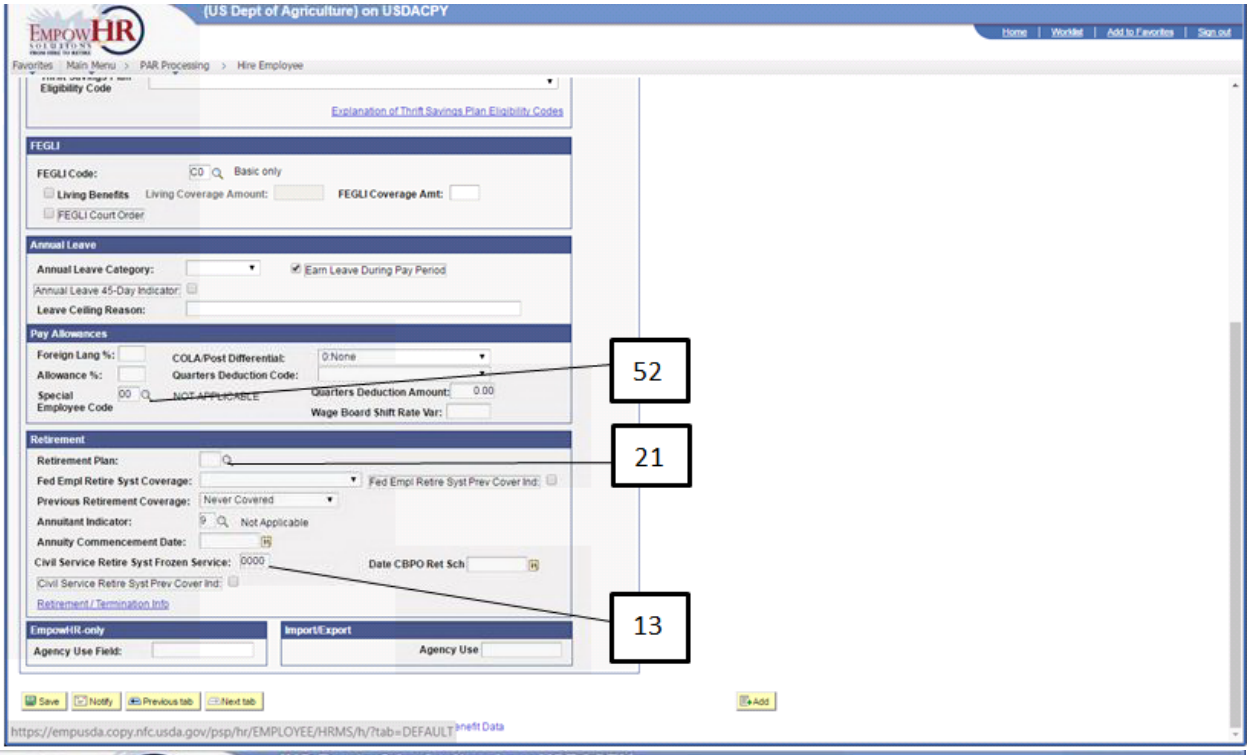
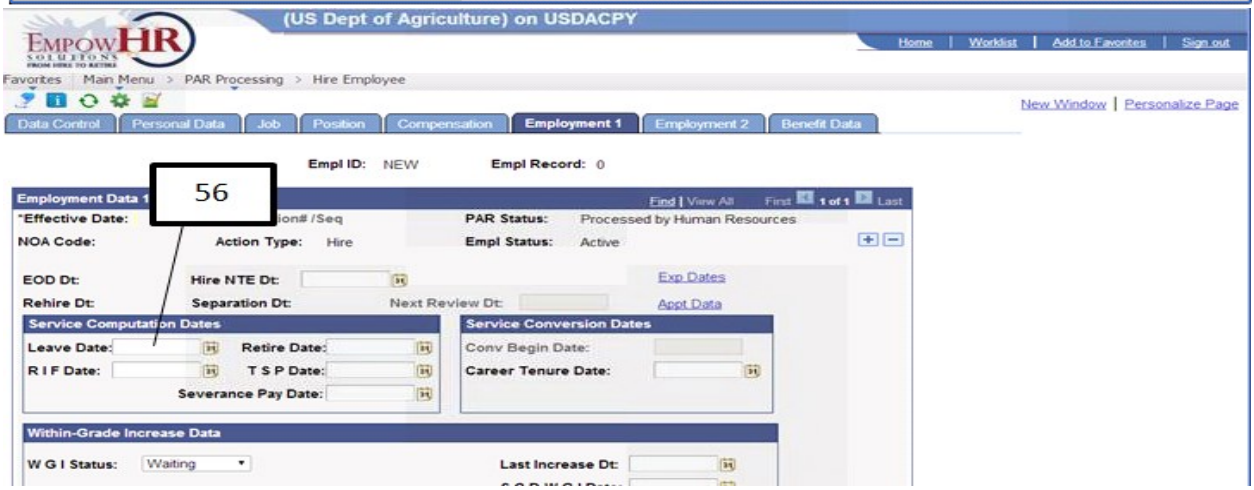
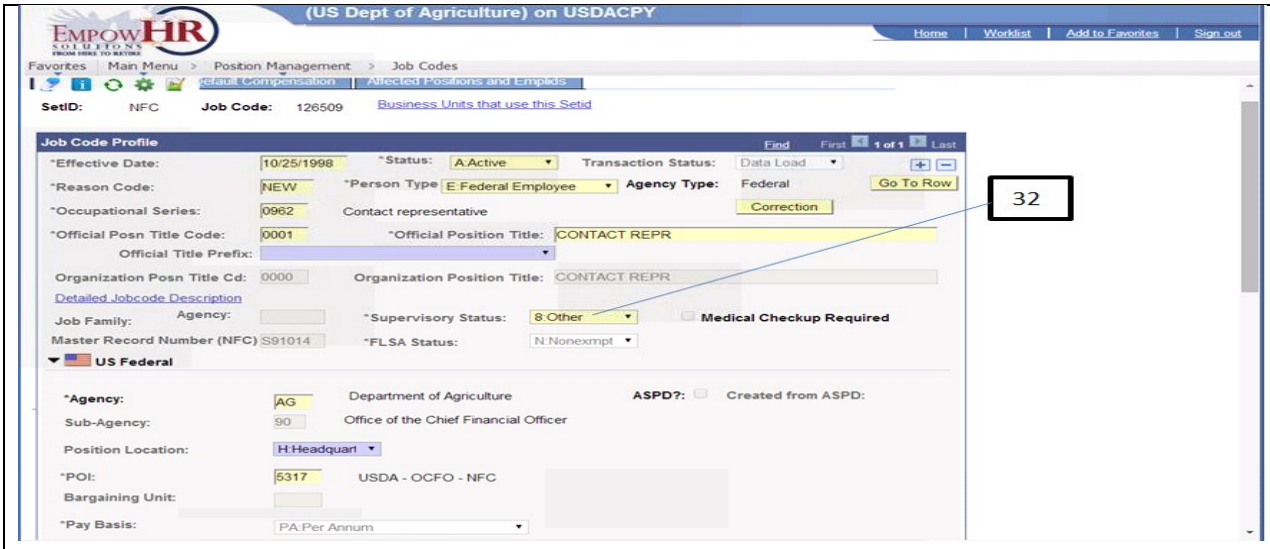
New Window | Personalize Page
Expiration Dates
Temporary Promotion:
Temporary Position Change:
LWOP:
Detail:
OK
Cancel
26
23


(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > PAR Processing > Hire Employee
New Window | Personalize Page
Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data
Empl ID: NEW
Empl Record: 0
Employment Data 2
Find | View All
First 1 of 1 Last
*Effective Date:
NOA Code:
Transaction# /Seq
Action Type: Hire
PAR Status: Processed by Human Resources
Empl Status: Active
Bargaining Unit:
Union Code:
Union Anniversary Date:
Tenure:
1
Last Date Worked
Retained Grade Expires
Begin Date:
Expires Date:
Reports To as of PAR Effective Date
Reports To
Supervisor ID
42
Reports To as of Today
Reports To
Supervisor ID
New Position
Emp Probation Period Date
Supervisor/Managerial Position
Supv/Mgr Prob Period Reqrd
Supv/Mgrl Prob Period Date
Coop
Salary Share Code
Coop Share Amt
Coop Overtime Rate
Coop Holiday Rate
Probation Dates
Non Pay Data
Security Info
Save | Notify | Previous tab | Next tab
Add


(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > PAR Processing > Hire Employee
Benefits Data
Find | View All
First 1 of 1 Last
*Effective Date:
NOA Code:
Transaction# /Seq
Action Type: Hire
PAR Status: Processed by Human Resources
Empl Status: Active
FEHB Eligibility
1-Enrolled
2-Ineligible
3-Waived
4-Eligible - Pending
6-Court Ordered-Enrolled
7-Court Ordered-Eligible Pend
8-Court Ordered-Self to Family
5-Cancelled
9-Terminated
15
FEHB Date:
Thrift Savings Plan Eligibility
Thrift Savings Plan Eligibility Code
53
Explanation of Thrift Savings Plan Eligibility Codes
FEGLI
FEGLI Code:
C0
Basic only
14
Living Benefits
Living Coverage Amount:
FEGLI Coverage Amt:
FEGLI Court Order
Annual Leave
Annual Leave Category:
Earn Leave During Pay Period
Annual Leave 45-Day Indicator:
50
Leave Ceiling Reason:
Pay Allowances
Foreign Lang %:
Allowance %:
Special Employee Code
00
COLA/Post Differential:
0 None
Quarters Deduction Code:
NOT APPLICABLE
Quarters Deduction Amount:
0.00
Wage Board Shift Rate Var:
51


(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > PAR Processing > Hire Employee
Eligibility Code
Explanation of Thrift Savings Plan Eligibility Codes
FEGLI
FEGLI Code:
Basic only
Living Benefits
Living Coverage Amount:
FEGLI Coverage Amt:
FEGLI Court Order
Annual Leave
Annual Leave Category:
Earn Leave During Pay Period
Annual Leave 45-Day Indicator:
Leave Ceiling Reason:
Pay Allowances
Foreign Lang %:
COLA/Post Differential:
0 None
Allowance %:
Quarters Deduction Code:
Special Employee Code
NOT APPLICABLE
Quarters Deduction Amount:
0.00
Wage Board Shift Rate Var:
Retirement
Retirement Plan:
Fed Empl Retire Syst Coverage:
Fed Empl Retire Syst Prev Cover Ind:
Previous Retirement Coverage:
Never Covered
Annuitant Indicator:
Not Applicable
Annuity Commencement Date:
Civil Service Retire Syst Frozen Service:
0000
Date CBPO Ret Sch
Civil Service Retire Syst Prev Cover Ind:
Retirement / Termination Info
EmpowHR only
Agency Use Field:
Import/Export
Agency Use
Save
Notify
Previous tab
Next tab
Add
https://empusda.copy.nfc.usda.gov/psp/hr/EMPLOYEE/HRMS/h/?tab=DEFAULT
52
21
13


(US Dept of Agriculture) on USDACPY
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > PAR Processing > Hire Employee
New Window | Personalize Page
Data Control
Personal Data
Job
Position
Compensation
Employment 1
Employment 2
Benefit Data
Empl ID: NEW
Empl Record: 0
56
Employment Data 1
Find | View All
First 1 of 1 Last
*Effective Date:
PAR Status: Processed by Human Resources
NOA Code:
Action Type: Hire
Empl Status: Active
EOD Dt:
Hire NTE Dt:
Exp Dates
Rehire Dt:
Separation Dt:
Next Review Dt:
Appt Data
Service Computation Dates
Leave Date:
Retire Date:
R I F Date:
T S P Date:
Severance Pay Date:
Service Conversion Dates
Conv Begin Date:
Career Tenure Date:
Within-Grade Increase Data
W G I Status: Waiting
Last Increase Dt:



☐ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief: **Date:**

Signature of Web Requirements Branch Chief: **Date:08/23/16**
/S/ Alisa R. Wells