



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

### Functional Requirements Document (FRD)

<b>Project#</b> 1167949	<b>Project Title:</b> Wounded Warriors Federal Leave Act of 2015	<b>Date Prepared:</b> 07/22/2016
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National Finance Center **Version 3.0**  
**14, 2016**

**As of: October**

<b>Scope:</b>	<p>On November 5, 2015, the President signed the Wounded Warriors Federal Leave Act of 2015 (Pub. L. 114-75) (Act). The Act adds section 6329 to title 5, United States Code. This new section provides a separate new leave category, to be known as “Disabled Veteran Leave,” (DVL) to any new or in some cases reinstated Federal employee who is a veteran with a service-connected disability rated at 30 percent or more for purposes of undergoing medical treatment for such disability for which sick leave could regularly be used. Disabled Veteran Leave is available during the first 12 months of employment and may not exceed 104 hours for full time employees. Disabled Veteran Leave not used the first 12 months of employment may not be carried over to subsequent years and will be forfeited. Disabled Veteran Leave will also be available to certain employees who have past Federal civilian service, any Sick Leave to the credit will be used to offset (reduce) the 104-hour disabled veteran leave benefit i.e. (30 hours SL – 104 DVL = 74 DVL employee will be credited 30 hours SL 74 hours DVL).</p>
<b>Assumptions:</b>	<ul style="list-style-type: none"><li>• Employees with 30% or more veterans preference hired before November 5, 2016, are not eligible for this new leave.</li><li>• Disabled Veteran Leave will usually not exceed 104 hours; however some employees with an uncommon tour of duty may exceed the 104 hours. All unused Disabled Veteran Leave will be forfeited at the end of one year of the employee’s effective date of hire.</li><li>• This new act does not apply to those employees who are not covered by Title 5 Leave provisions.</li><li>• OPM has not provided updates for Disabled Veteran Leave for the SF1150.</li><li>• New Remark Code 30V will be added to TMGT 52. Agencies should use this remark code only when an employee has a Disabled Veteran Leave Balance and the action is before the leave will be forfeited.</li><li>• All T&amp;A systems will be updated with new Prefix and Transaction Codes for Implementation</li><li>• For HCUP packages the PINE/PEPL process will not reapply the Disabled Veteran Leave or the Start date of the Disabled Veteran Leave. The Agency must replace by using TINQ.</li><li>• PAYROLL EHRI files will be updated with four new fields.</li><li>• The Disabled Veteran Leave Start date will be the effective date of the applied accession or reinstatement action processed by the agency or the TINQ date modified in TINQ.</li></ul>

### Functional Requirements

#### Payroll Applications Systems Branch (PASB) Requirements

PASB Applications Will:

- Update Systems to allow Transaction Code 62 with a Prefix Code 63 to be used when charging leave for Disabled Veteran Leave on the T&A.
- Update TINQ/LAHS to add Disabled Veteran Leave Balance to allow addition and subtraction of hours used as well as the Year, Month and Day of Disabled Veteran Leave Start Date (Attachment 5).
- Not allow backdating of Disabled Veteran leave in TINQ. The earliest date allowed is November 05, 2016.

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- Edit to not allow Disabled Veteran Leave to be used by Non-Title 5 agencies
- Will add the following Time Errors to Disabled Veteran Leave: 497: Not enough Disabled Veteran Leave Balance and 219: TC Prefix Invalid.
- Update the Earnings and Leave Statement, to show the balance only for Disabled Veteran Leave.
- Add the following new data elements Disabled Veteran Leave –Balance of Hours, Disabled Veteran Leave-Start Date of Usage Period, Disabled Veteran Leave-End Date of Usage Period and Disabled Veteran Leave-Hours Used in Pay Period. These new Data Elements will be added to the end of the file that reports to OPM in the EHRI Payroll File.
- Will update TMGT Table 32 Transaction Codes with the new prefix code and TC combination. ( Prefix 63 TC 62)

**Personnel Applications Systems Branch (PESB) Requirements**

PESB Applications will:

- Edit to not allow Disabled Veteran Leave to be used by Non-Title 5 agencies.
- Apply 104 hours of Disabled Veteran Leave to newly hired Full Time Non-Seasonal employees with no prior federal service.
- Prorate Disabled Veteran Leave for newly hired Part Time Non-Seasonal Employee using Tour of Duty Hours.
- Prorate Disabled Veteran Leave for newly hired Seasonal (part-time and full-time) employees by using the database field Appointment–Limit-Hours-Total.
- Apply 104 hours to employees (Fire Fighters) with an uncommon tour of Duty Schedule. These employees may be due more hours, and agencies will be responsible to TINQ the remainder of hours due employees.
- Apply the Disabled Veteran Leave for Reinstated employee by subtracting Sick Leave from a prior appointment (if any) from the 104 hours of Disabled Veteran Leave and apply the difference to Disabled Veteran Leave Balance.
- Apply the effective date of the Accession or Reinstatement Action as the Disabled Veterans Leave Start Date.
- For employees who are Transfers and have Disabled Veteran Leave from previous appointments, Agencies must update the Disabled Veteran Leave Balance and Disabled Veteran Leave Start Date YYMMDD using TINQ.
- Will add programming to forfeit any unused Disabled Veteran Leave based on an employee’s Disabled Veterans Leave Start Date. When the Disabled Veteran Leave is forfeited, the Disabled Veteran Leave Start Date will not be cleared.
- Update IRIS Screen 138 to reflect Disabled Veteran Balance and Disabled Veteran Leave Start Date YYMMDD (Attachment 4).
- Apply the new Remark Code 30V on the SF50 for Disabled Veteran Leave when an employee transfers to another agency or separates before the end of the Disabled Veteran Leave usage period. The remark code will apply to the SF50 with the following information: Disabled Veteran Leave Balance as of the effective date of the action and the Disabled Veteran Leave Start Date.
- Update the BEAR 18 down load to add the two new data fields at the end of the file (Attachment 3).
- Update Bi-weekly BI-Directional file for WebTA with the new database element SICK-LV\_SET\_ASIDE\_BAL (Disabled Veteran Leave Bal). This new field will be added at the end of the file (Attachment 1).
- Update the Bi-weekly and Daily Paycheck8 file with the database element SICK-LV\_SET\_ASIDE\_BAL (Disabled Veteran Leave Bal) This new field will be added at the end of the file (Attachment 2).

**Administrative Applications Systems Branch (AASB) Requirements**

“Not Applicable”

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

**Insight**

- Modify Insight tables to accept data, from the Payroll Area into Work Force Profile, for the following data base fields used for the Disabled Veteran Leave data:
  - Sick-LV-Set Aside-BAL (PIC S9 (03) V9 (02)) for the balance only.
  - SICK-LV-ABEYANCE (PIC S9 (04) V9 (02)) for the start date (YYMMDD) of the Accession action.

**EPP**

- The Statement of Earnings & Leave PDF will include the “Disabled Veteran Leave” leave category and balance.
- Add the “Disabled Veteran Leave” Balance to the Leave screen, Leave Demo page, and Mobile site.

**Star Web**

- Add Transaction Code 62 and Prefix code 63 to use for the new “Disabled Veteran Leave” category.
- Add the “Disabled Veteran Leave” to Leave Type Maintenance table.
- The Leave Account Worksheet, when appropriate, will include “Disabled Veteran Leave”.
- The “Disabled Veteran Leave” Balance, when appropriate, will be visible on the Print T&A window.
- “Disabled Veteran Leave” Prefix & Transaction Code, when appropriate, will be visible on the Time & Attendance Worksheet.

**Reporting Center**

- The Statement of Earnings & Leave PDF will include the “Disabled Veteran Leave” leave category and balance.

**EmpowHR**

- New Remark Code 30V will be added to TMGT 52. Remark Code 30V will be entered manually into EmpowHR once TMGT52 is completed. Agencies should use this remark code only when an employee has a Disabled Veteran Leave Balance and an action is processed before the leave is forfeited.

**EPIC**

- New Remark Code 30V will be added to TMGT 52. Agencies should use this remark code only when an employee has a Disabled Veteran Leave Balance and an action is processed before the leave is forfeited.

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

“Not Applicable”

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

“Not Applicable”

**External Vendor Requirements**

**webTA 3.8 & 4.2**

- T&A systems will be modified to add the use of Transaction Code 62 with a Prefix Code 63 for the new “Disabled Veteran Leave“. Also, Transaction Code 62 with a Prefix Code 63 will be available for WG employees

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with Suffix of 1, 2, or 3.

- Add a new Leave Type on the Leave screen entitled "Disabled Veteran Leave".
- The webTA 3.8 & 4.2 bi-weekly Bi-Directional feeds will be modified to include the new "Disabled Veteran Leave" Balance beginning in position 5162 and FILLER will be modified to begin in position 5167.  
(See Attachment 1)

**Paycheck8**

- T&A systems will be modified to add the use of Transaction Code 62 with a Prefix Code 63 for the new "Disabled Veteran Leave". Also, Transaction Code 62 with a Prefix Code 63 will be available for WG employees with Suffix of 1, 2, or 3.
- Add a new Leave Type on the Leave screen entitled "Disabled Veteran Leave".
- The Paycheck8 daily Bi-Directional feed will be modified to include the new "Disabled Veteran Leave" Balance beginning in position 5055 and FILLER will be modified to begin in position 5060.  
(See Attachment 2)

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<b>Signature of Systems Requirements Branch Chief:</b> /S/ Lisa Stafford	<b>Date:</b> 08/29/2016
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<b>Signature of Web Requirements Branch Chief:</b> /S/ Alisa R. Wells	<b>Date:</b> 08/29/2016
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