## Functional Requirements Document (FRD)

<table>
<thead>
<tr>
<th>Project#</th>
<th>Project Title: Add a Pop-Up Screen When Address Changes are Made in NFCs Front-End Systems (Epic and EmpowHR)</th>
<th>Date Prepared:</th>
</tr>
</thead>
<tbody>
<tr>
<td>39069</td>
<td></td>
<td>08/07/2019</td>
</tr>
</tbody>
</table>

### Version 1.0

**As of:**

**Category:**

- Legislative
- Regulatory
- 1°7 NF C Initiated
- Customer Request

**Impact:**

- Agency Specific
- Community
- Multiple Agencies
- Core NFC

**Impacted Directorate:**

- Mainframe (SRB)
- Web (WRB)
- Mainframe and Web

### Requirements Project Analyst Contact Information

**Project Analyst(s):**

- Keiondra Smith
  - E-Mail Address: Keiondra.smith@usda.gov
  - Phone Number: (504)426-7836

### Client Management Branch (CMB) Contact Information

**Customer Service Representative (CSR):**

- Corinne Wingerter
  - E-Mail Address: Corinne.Wingerter@usda.gov
  - Phone Number: 504-426-7715

### Agency Contact Information

**Requesting Official:**

- Name: Carey Turner
  - E-Mail Address: Carey.Turner@usda.gov
  - Phone Number: 504-426-7425

**Agency Project Officer (APO):**

- Name: Corinne Wingerter
  - E-Mail Address: Corinne.Wingerter@usda.gov
  - Phone Number: 504-426-7715

**Agency Contact Person (If Different from Requesting Official and/or APO):**

- Name: Corinne Wingerter
  - E-Mail Address: Corinne.Wingerter@usda.gov
  - Phone Number: 504-426-7715

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.
Scope: For Payroll Action document 349 Address, display a pop up box for EPIC and display a message at the bottom of the screen for EmpowHR. The message will read, "Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly."

Assumptions: N/A

---

**Functional Requirements Document (FRD)**

**Project#**: 39069  
**Project Title**: Add a pop-up screen when address changes are made in NFC's front-end systems (EPIC and EmpowHR)  
**Date Prepared**: 8/07/19

---

**Scope**: For Payroll Action document 349 Address, display a pop up box for EPIC and display a message at the bottom of the screen for EmpowHR. The message will read, "Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly."

**Assumptions**: N/A

---

**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**

**EPIC**
For Payroll Action 349 Address Document, will be modified to display a popup message box with "Please notify the employee of their responsibility to contact the FEHB/BENEFEDS carriers of their new address. If employee has BENEFEDS (FEDVIP, FSAFEDS, FLTCIP), contact BENEFEDS directly." "In the popup box an "OK" button must be clicked to continue."

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

"Not Applicable"
### Project Title:
Add a pop-up screen when address changes are made in NFC's front-end systems (EPIC and EmpowHR)

<table>
<thead>
<tr>
<th>Project#</th>
<th>Date Prepared:</th>
</tr>
</thead>
<tbody>
<tr>
<td>39069</td>
<td>8/07/19</td>
</tr>
</tbody>
</table>

#### Em wHR Requirements

For Payroll Action 349 Address Document, will be modified to display a popup message box with "Please notify the employee of their responsibility to contact the FEHB/Benefeds carriers of their new address. If employee has Benefeds (FEDVIP, FSAFEDS, FLTCII?), contact Benefeds directly." In the popup box an "OK" button must be clicked to continue.

#### External Vendor Requirements

"Not Applicable"

<table>
<thead>
<tr>
<th>Signature of Systems Requirements Branch Chief:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Web Requirements Branch Chief:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Nguyen (Acting)</td>
<td>9/25/19</td>
</tr>
</tbody>
</table>