



## Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
74476	OPM Remote Work Payroll Data Elements	10/22/23

Version:	As of:
1.0	3/21/24

<b>Scope:</b>	<p>Office of Personnel Management (OPM), Human Resources Line of Business (HRLOB) issued Remote Work Payroll Data Elements - Payroll ICD v4.6 on September 8, 2023.</p> <p>OPM requires all payroll providers to begin tracking Remote Work by hours and instances in a pay period. This will require modifications to Time and Attendance (T&amp;A) Systems to capture this data. The data must be transmitted via the payroll file no later than the first Pay Period of April 2024.</p> <p>The ICD update will require two new elements:</p> <ul style="list-style-type: none"> <li>• Remote work hours in a pay period</li> <li>• Remote work instances in a pay period</li> </ul> <p>The existing non-pay Transaction Code (TC) 54 will be recorded in the Other Time portion of the T&amp;A timesheet and will not require accounting. The Suffix 2 will be used to indicate Remote Work. The Prefix field will be used to enter the number of instances the employee worked for the associated hours. The maximum of 1 instance per day, which is 7 a week or 14 a pay period.</p>
<b>Assumptions:</b>	<p>Payroll providers will have 120 days to complete the Technical Compliance (TC) and correct any identified errors.</p> <p>Agencies with their own front-end Time and Attendance systems should address with their respective software vendor on system changes. NFC will report the remote work elements to OPM when it is received for processing.</p> <p>NFC hosted GovTA system, we are currently working with vendor UKG on a future release. We will keep you informed on the release date and when NFC will report the remote work elements to OPM.</p> <p>NFC hosted webTA 3.8, webTA 4.2, and webTA 5.0 systems, there will not be any updates to these versions due to End of Life per the software vendor. Once your agency upgrade to GovTA is completed, your remote work elements will be available to report to OPM.</p> <p>PayCheck8 agencies currently hosted by GDCII through NFC, we are working with the vendor for a future release. We will keep you informed</p>

	<p>on the release date and when NFC will report the remote work elements to OPM.</p> <p>The remote work values will be available in Insight, for reporting purposes.</p>
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<input checked="" type="checkbox"/> <b>Payroll Applications Systems Branch (PASB) Requirements</b>	
<p>Modify T&amp;A processing by adding the following Transaction Code as non-pay transaction code to be entered in the Other Time fields on the T&amp;A.</p> <p>TC 54 Suffix 2 Remote Work</p> <p>This TC will not be used to calculate the employee's biweekly salary payment. Also, this TC will not require accounting.</p> <p>Prefix code must be entered when using this TC.</p> <p>The Prefix will be used to enter the number of instances the employee remote worked for the corresponding hours. There is a maximum of 1 instance per day, which is a maximum of 7 a week or 14 a pay period.</p> <p>Add the following elements to the Payroll EHRI Data Record Feed File as per the design layout:</p> <p><b>930.01.5</b> - Remote work hours in a pay period is a numeric field and all values that are not numeric will be rejected.</p> <p><b>930.02.5</b> - Remote work instances in a pay period is a numeric field and all values that are not numeric will be rejected.</p>	

<input type="checkbox"/> <b>Personnel Applications Systems Branch (PESB) Requirements</b>	
<p>"Not Applicable"</p>	

<input type="checkbox"/> <b>Administrative Applications Systems Branch (AASB) Requirements</b>	
<p>"Not Applicable"</p>	

<input checked="" type="checkbox"/> <b>Payroll Web Systems Branch (PWSB) Requirements</b>	
<p>Provide technical support and the migration of the software release or script provided by the vendor.</p> <p>Insight will consume the new Remote Work TC for reporting purposes.</p> <p>Add Remote Work TC 54 Suffix 2 to STARWeb application.</p>	

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

"Not Applicable"

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

"Not Applicable"

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**External Vendor Requirements**

Time and Attendance (T&A) systems will provide functionality for Transaction Code (TC) 54, Suffix 2 Remote Work in the instance. This can be completed behind the scenes or as a Non-Pay Other transaction code.

Add TC 54, Suffix 2 Remote Work to include Prefix code combinations.

The Prefix Code will be used for the number of Instances of Remote Work for the hours entered. The maximum of 1 instance per day, which is a maximum of 7 a week or 14 a pay period.

TC 54 will not require accounting.

TC 54 is for reporting purposes only and is not used in calculation of the employee's salary payment.

**Signature of Systems Requirements Branch Chief**

**Date:**

/s/ Deenna Altmeyer

3/21/24

**Signature of Web Requirements Branch Chief**

**Date:**

/s/ Amanda Nguyen

3/21/24