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:
78894	NFC Administrative Leave Hours Used – General DRP-FORK	03/07/25

Version:		As of:
2.0		4/29/25

Scope:	The Office of Personnel Management (OPM) issued guidance on January 28, 2025, related to Deferred Resignation Program (DRP). To assist agencies with tracking these hours National Finance Center (NFC) will create a new Transaction Descriptor (TD). This TD will be used with TC 66 – Administrative Leave. TC 66 Administrative Leave Hours Used – General TD 94 DRP-FORK **Update TCs for Wage Grade Employees:** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 1** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 2** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 3** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 4**
Assumptions:	NFC will have the new TC/TD combination added to the hosted version of webTA 3.8 and GovTA. Due to software end of life from the vendor, the new TD 94 DRP-FORK will not be available in the NFC hosted versions - USDA webTA 4.2 and SBA webTA 5.0. USDA and SBA have temporarily repurposed TD 38 (Voting) for usage. It is now titled TD 38 – DRP-FORK Admin Leave. Agencies with other front-end T&A systems should address with respective software vendors.

Functional Requirements

☑ **Payroll Applications Systems Branch (PASB) Requirements**
- DEPART/AGENCY: TR93 will send prefix 94.   - NFC will need to flip prefix 94 to Transaction Code (TC) 66 Administrative Leave Hours Used/Transaction Descriptor Code (TDC) 94 DRP-FORK.

☐ **Personnel Applications Systems Branch (PESB) Requirements**
"Not Applicable"

☐ **Administrative Applications Systems Branch (AASB) Requirements**
"Not Applicable"

☑ **Payroll Web Systems Branch (PWSB) Requirements**
Create a ServiceNow ticket with task assigned to NCC to include the new code for this project in webTA 3.8 (DOJ)and GovTA (CORE and DHS) applications. TC 66 Administrative Leave Hours Used – General TD 94 DRP-FORK Create a ServiceNow ticket with task assigned to NCC to include the repurpose SBA webTA 5.0 TC 66 Admin Leave TD 38 Voting by renaming TD 38 DRP-FORK Admin Leave. Create a ServiceNow ticket for DISC to restart the T&A application servers once changes are complete. Create a ServiceNow ticket for NCC to add TC Descriptor 94 DRP-FORK to the STARWeb application. Insight will consume the new TC/TD combinations as submitted through T&A processing. **Additional TCs for Wage Grade employees:** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 1** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 2** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 3** **TC 66 Admin Leave Hours Used TD 94 DRP FORK Shift 4**

☐ **Administrative Web Systems Branch (AWSB) Requirements**
"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**
"Not Applicable"

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☑ **External Vendor Requirements**	Page **3** of **4**

GDCI Portal ticket will be created for the TC/TD combination to be added to Paycheck8.

TC 66 Administrative Leave Hours Used – General TD 94 DRP-FORK

Signature of Systems Requirements Branch Chief	**Date:**
/s/ Michael Schleifstein	**03/24/25**

Signature of Web Requirements Branch Chief	**Date:**
/s/ Amanda Nguyen	**05/01/25**

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