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

Functional Requirements Document (FRD)

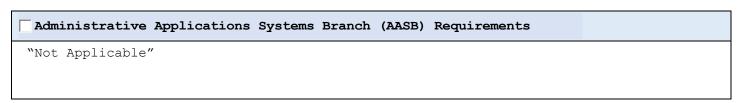| Project#	Project Title:		Date Prepared:
79871	USDA OCFO EPP Security Changes		05/07/25

Version:	As of:
1.0	

Scope:	To prevent unauthorized changes to banking information and financial allotments, additional security enhancements will be added to the NFC Employee Personal Page (EPP). An employee is required to log into EPP via PIV/Login.gov credentials to make changes or additions to banking information when using EPP Self-Service under Personal Info such as Direct Deposit, Financial Allotments, Health Savings Account (HSA), and Discretionary Allotments. An employee accessing EPP with a userID and password with a one-time passcode (OTP) will not be allowed to add/change banking information and financial allotments and will be required to submit banking changes through their servicing HR office.
Assumptions:	Employee should access the MyEPP website at https://www.nfc.usda.gov/EPPS/, or via the Application Launchpad on the NFC Web site at www.nfc.usda.gov. A Customer Notification (CN) will be sent to notify users of the additional EPP Security Enhancements to add/update banking information.

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**

EPP/EPP Mobile:

- If a user logs into EPP via PIV/Login.gov credentials, allow banking information to be added or updated for the following Self-Service under Personal Info - Direct Deposit, Financial Allotments, Health Savings Account (HSA), and Discretionary allotments (if applicable).
- If a user logs into EPP via user id and password, do not allow banking information to be updated. The self-service button will not be displayed on Direct Deposit, Financial Allotments, Health Savings Account (HSA), and Discretionary allotments (if applicable).
- Add the following statements to the EPP website to inform all users of the security enhancements.

"Due to enhance security features, employees using UserID and Password to access EPP will not be allowed to add/change banking or financial information such as Direct Deposits, Financial Allotments or other financial actions that include the change or modification to banking information. To effect banking changes, please log in using PIV/Login.Gov or contact your servicing HR office for assistance."

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

"Not Applicable"

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

"Not Applicable"

☐ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
N/A	

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	**5/8/2025**

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