



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:
77565	EmpowHR Citizenship and Country Codes	11/06/24

Version:	As of:
1.0	

Scope:	Modify EmpowHR edits for Citizenship and Country code fields on an accession or conversion action (PAR).
Assumptions:	The user will update the Citizenship Code and the Citizenship /Country on Document Type 444, EHRI & RSM ELEMENTS. The values of Citizenship Code and the data in this field are not changing in import/exports; therefore, this change does not affect data exchanged between EmpowHR and NFC PPS.

Functional Requirements

<input type="checkbox"/> Payroll Applications Systems Branch (PASB) Requirements
"Not Applicable"

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

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

<input type="checkbox"/> Payroll Web Systems Branch (PWSB) Requirements
"Not Applicable"

<input type="checkbox"/> Administrative Web Systems Branch (AWSB) Requirements
"Not Applicable"

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.

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

Update the PAR Processing for EmpowHR menu: HR Processing - Personal Data Tab: Citizenship Block.

Currently, on a PAR action if the processor selects a non-US country and then chooses an "8" for "Other" in the Citizenship field:

- A message error displays: Invalid -Value for several of the values
- The values on the drop-down are not the OPM assigned values
- The non-US country does not export to NFC PPS

Additionally,

- the Country field is designated as required with * when in fact, it is not required
- the Citizenship field is not designated as required and it **should be required**

In effect, this field/ information should be completed on the payroll document 444-EHRI/RSM under the EHRI RSM Data box. There is a dropdown that lists the OPM assigned codes for the countries to select

Update EMPOWHR to Gray out the "*Country" field on the PAR processing menu. This will eliminate any data entry in this field and be consistent **with other NFC systems**.

Update EMPOWHR to remove the * from the "*Country" field.

Update EMPOWHR to add the * to the "Citizenship" field.

Add an informational message, when the user selects "8" for Citizenship:

"Submit Document Type 444 EHRI & RSM ELEMENTS to designate the Country Code"

This edit shall be activated upon save.

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☐ External Vendor Requirements

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
N/A	

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	12/09/24