



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:
49982	Parental Bereavement Leave (PBL) for Employees	04/13/2022

Version:	As of:
2.0	11/10/2022

Scope:	<p>The Office of Personnel Management (OPM) issued memorandum CPM 2022-08 dated April 1, 2022, on the National Defense Authorization Act for Fiscal Year 2022 to establish a new paid leave entitlement. This is defined by 5 U.S.C 6381. Section 1111 with an effective date of December 27, 2021 and will provide an employee up to 2 workweeks of Parental Bereavement Leave (PBL) due to the death of an employee's qualifying child. PBL is leave granted, not earned, and will be subject to guidelines. See interim regulations provided in the link below.</p> <p>https://www.chcoc.gov/content/parental-bereavement-leave</p> <p>WEBTA, Paycheck8, GovTA and Agency Specific Time and Attendance Systems will be expected to make modifications to allow the use of a new Transaction Descriptor (TD 40) with Transaction Code (TC 66) for PBL T&A processing.</p>
Assumptions:	<p>NFC will make modification to its NFC Hosted T&A systems.</p> <p>Agencies with their own T&A front-end systems will need to make modifications to their systems or coordinate with their vendor if they need to utilize the new TD 40 with TC 66 for PBL.</p> <p>Agencies will determine PBL entitlement of up to 2 workweeks due to the death of an employee's qualifying child.</p> <p>The approval and usage of PBL will be administratively controlled by the agency using OPM issued interim regulations.</p> <p>PBL hours will be added to the OTHER LEAVE on the Statement of Earnings & Leave.</p> <p>Suffixes 1-4 are available for community wide use,</p>

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.

however, the usage of the suffixes should only be used if applicable to your agency.

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

webTA

- Run scripts or install releases provided by the vendor for the webTA 4.2 and 5.0 systems.
- Submit request to the NFC organization to update the webTA 3.8 systems.

STAR Web

The system will be modified to

- Add new TC Descriptor 40, TC 66 with description "Parental Bereavement Leave" to the TC Descriptor Maintenance Table.
- Parental Bereavement Leave hours will be added to "OTHER LEAVE" type.

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

"Not Applicable"

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External Vendor Requirements

Modify system with the following requirements below:

1. Add the new TD 40 for PBL listed below under the leave type dropdown category "Admin/Excused Absence":

<u>TD</u>	<u>TC</u>	<u>SUFFIX</u>	<u>TDC</u> <u>DEFINITION</u>	<u>DESCRIPTION</u>
40	66		PBL	Parental Bereavement Leave
40	66	1	PBL Sfx1	Parental Bereavement Leave Sfx1
40	66	2	PBL Sfx2	Parental Bereavement Leave Sfx2
40	66	3	PBL Sfx3	Parental Bereavement Leave Sfx3
40	66	4	PBL Sfx4	Parental Bereavement Leave Sfx4

NOTE: For SBA only add TC 66 TD 40 Parental Bereavement Leave. Sfx 1, 2, 3, and 4 are not required.

2. PBL is a stand-alone type of leave and should not count against Sick Leave, FMLA, etc. It should function like other TC 66.

3. The PBL TC/TD requested should populate on the employee's timesheet under OTHER LEAVE balance.

Signature of Systems Requirements Branch Chief	Date:
N/A	

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	11/10/2022