Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
51632	NFC Remote -TW Updates Per OPM Data Standards	12/22/2022

Version:	As of:
2.0	06/13/2023

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Scope:	Revised FRD is to remove the requirements related to Document Type 120, (Payroll Document Multi-Element Update). The 2 new data values will only be stored on the Individual Position in PMSO. Modify the Position Management System Online (PMSO) application to add 2 new data values to the Individual Position per OPM Data Standards. - REMOTE/TELEWORK AGREEMENT TYPE - PROGRAM AND PROJECT MANAGEMENT JOB IDENTIFIER **OPM Reference** https://dw.opm.gov/datastandards/referenceData/10531/current?index=R https://dw.opm.gov/datastandards/dataStandard/10527?index=P
Assumptions:	Agencies will update employee records with a value for the new field REMOTE/TELEWORK AGREEMENT TYPE by September 1, 2023.

Functional Requirements

☐ **Payroll Applications Systems Branch (PASB) Requirements**
"Not Applicable"

☑ **Personnel Applications Systems Branch (PESB) Requirements**
Update PMSO-Individual-Record Doc Type (2056) layout file to add new Field-Number "000050", REMOTE/TELEWORK AGREEMENT TYPE X(2) and Field-Number 000051", PROGRAM AND PROJECT MANAGEMENT JOB IDENTIFIER X(1).   Add REMOTE/TELEWORK AGREEMENT TYPE (REMOTE) to the PMSO Individual Position record as a required field that indicates the type of remote or telework arrangement employees has with the employing agency. Add PROGRAM AND PROJECT MANAGEMENT JOB IDENTIFIER (PGMID) to the PMSO Individual Position record as a required field that indicates federal positions with program management, project management and program and project management functions. Ensure data elements are incorporated into INSIGHT data feed. **Valid Values: PROGRAM AND PROJECT MANAGEMENT JOB IDENTIFIER**

☑ Personnel Applications Systems Branch (PESB) Requirements

Code	Explanation
1	Program Management
2	Project Management
3	Program and Project Management
4	Not Applicable

Valid Values: REMOTE/TELEWORK AGREEMENT TYPE

Code	Explanation
MW	Mobile Work Agreement – A written agreement supporting work that is characterized by routine and regular travel to customer or other worksites as opposed to a single authorized alternative worksite. Examples of mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, traveling between worksites, or on Temporary Duty (TDY).
NN	Non-teleworker-An employee who is ineligible or who chooses to not participate in the agency's telework program.
RW	Remote Work Agreement -A written agreement in which an employee is scheduled to perform their work at an alternative worksite and is not expected to report to an agency worksite on a regular and recurring basis. A remote work agreement requires a change in duty station to the alternative worksite (e.g., home)
TF	Frequent Routine Telework Agreement-A written telework agreement that occurs as part of an ongoing regular schedule 3 or more days per pay period, but not every workday (e.g., remote work).
TP	Periodic Routine Telework Agreement-A written telework agreement that occurs as part of an ongoing regular schedule 1-2 days per pay period.
TS	Situational Telework Agreement-A written telework agreement that is approved on a case-by-case basis and the hours worked are not part of a previously approved, ongoing, and regular telework schedule. Examples of situational telework include telework as a result of inclement weather, doctor appointment, or special work assignments. Situational telework is sometimes also referred to as episodic, intermittent, unscheduled, or ad-hoc telework.

☐ Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

☑ Payroll Web Systems Branch (PWSB) Requirements

Insight
Update Insight to add two (2) new fields and processes jobs to consumed the new data elements sent from PMSO:
- REMOTE/TELEWORK AGREEMENT TYPE – 2 Alpha character.
- PROGRAM AND PROJECT MANAGEMENT JOB IDENTIFIER – 1 numeric

☐ Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

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

Modify the Position Information page on the Specific Information tab to add two (2) new fields listed in **Table 1**. The new fields will be required fields.

Modify the Build Position page to add the 2 new fields listed in **Table 1.**

Update the Position Information exports to include the two new fields above appended at the end of the file.

Update the EmpowHR Position Mass Action Excel to CI tool template to add the two new fields identified in **Table 1** to the template and translate value worksheet.

☐ **External Vendor Requirements**	

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
/s/ Deenna Altmeyer, Acting Branch Chief	06/13/2023

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	06/13/2023

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Table 1

Field Name	EFFDT	Value and Descriptions
Remote\Telework Agreement Type	10/1/2022	MW: Mobile Work Agrmt NN: Non-Teleworker RW: Remote Work Agrmt TF: Frequent Routine Agrmt TP: Periodic Routine Agrmt TS: Situational Telework Agrmt
Program & Project Mgmt JOBID	2/13/2022	1: Program Management 2: Project Management 3: Program & Project Management 4: Not Applicable