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:
49201	DSA Password Reset for EmpowHR 9.0	06/28/22

Version:	As of:
2.0	

Scope:	OCIO, ISC, ITSD is requesting EmpowHR 9.0 create a new security role to allow Agency DSA's to reset user passwords within their defined permission levels
Assumptions:	This role will replace the current DSA role in EmpowHR which will no longer be available to users.

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**

"Not Applicable"

☐ **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

Request by OCIO, ISC, ITSD to create the new role in EmpowHR 9.0 as stated below:

- Role Name: **Z_EMPOWHR_DSA_SECURITY**
- Role will have the capability to reset user passwords based on the DSA's **PRIMARY PERMISSION**
- Role will have the capability to execute security query and view results based **PRIMARY PERMISSION**
- Role will only allow changes to the user's password and no other field.
- When a password changes, the password expiration box will systematically be checked. Thereby, forcing the user to create a new password when returning to log in.

This will require customization - Developer will need to Implement Page Activate PeopleCode to disable All fields except Password and Confirm Password fields on the Distributed User Profiles – "General" tab so that any person with this new role can ONLY change the password and no other fields

Functional Requirements Document (FRD)

Project#	Project Title:	Date Prepared:
49201	USDA DSA Password Reset for EmpowHR 9.0	06/28/22

☐ External Vendor Requirements	
"Not Applicable"	

Signature of Systems Requirements Branch Chief	Date:

Signature of Web Requirements Branch Chief	Date:
/s/ Dana Esposito for Amanda Nguyen	**10/05/22**