USDA

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:
74182	NFC EPP Access Extension for Separated and Retired Employees	1/8/2024

Version:		As of:
1.0		

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Scope:	The scope of the project is to extend the NFC Employee Personal Page (EPP) login access for separated and retired employees from the current 6 pay periods to 18 months/approximately 39 pay periods to view and print information such as Earnings and Leave Statement (E&L), W2, W2-C, and 1095. Separated and retired employees will be required to use LOGIN.GOV to access EPP.
Assumptions:	NFC and USDA ICAM will establish a trust to interoperate with an existing EAuth LOGIN.GOV solution using standards-based federation protocols. USDA ICAM and LOGIN.GOV will operate in the capacity as the Identity Service Provider (IDP). EAuth LOGIN.GOV will perform all steps in the authentication process and will send the Security Assertion to USDA ICAM-as-a-Service (ICAMSaaS) EAuth system to assert that the user identity has been successfully authenticated through LOGIN.GOV. The USDA ICAMSaaS will act as the Service Provider (SP) in the established trust relationship. LOGIN.GOV will be available to all users as another Multi-Factor Authentication (MFA) method to log into EPP. If LOGIN.GOV is selected, a LOGIN.GOV account will need to be created for first-time user. UserID and password can be created using the LOGIN.GOV procedure. If user's EPP account has not been synchronized with a PIV credential, upon successful creation of a LOGIN.GOV account, a one-time synchronization will be required in EPP by entering the user's current EPP UserID, password, and MFA one time passcode to complete the process. User who has not established an EPP account will have to go through the normal process to establish an account first before synchronizing the EAuth LOGIN.GOV credential for login. Separated and retired employees will be required to use their established LOGIN.GOV account to log into EPP. After 18 months from the separation date, these employees will no longer have access to EPP.

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.

Separated and retired employees will continue to have access to view EPP menu items and print information as needed but are not allowed access to submit EPP Self-Service request.

There will be no changes to the EPP W-2 Print Options. Both paper and electronic (paperless) will be available.

NFC recommends agencies to update their procedures for separated and retired employees to log into their EPP account before separation to verify and update their email address and phone number as needed.

A Customer Notification (CN) will be sent to notify users of the new EPP EAuth LOGIN.GOV procedure.

BEAR extension was implemented in PP06 CY24.

Functional Requirements

☐ **Payroll Applications Systems Branch (PASB) Requirements**

"Not Applicable"

☑ **Personnel Applications Systems Branch (PESB) Requirements**

Currently BEAR erases the employee salary record after 6 pay periods from employee separation date. Modify BEAR to erase salary record 18 months/approximately 39 pay periods after employee separation date.

☐ **Administrative Applications Systems Branch (AASB) Requirements**

"Not Applicable"

☑ **Payroll Web Systems Branch (PWSB) Requirements**

EPP/EPP Mobile:

Add LOGIN.GOV to the Employee Personal Page (EPP) EAuth login for all EPP users.

Separated and retired employee can only log into EPP via a LOGIN.GOV account and cannot use an EPP UserID and password for login.

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

"Not Applicable"

☐ **Human Resources Applications Branch (HRAB) Requirements**	
"Not Applicable"	

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☐ **External Vendor Requirements**

"Not Applicable"

Signature of Systems Requirements Branch Chief	Date:
/s/ Deenna Altmeyer	05/09/2024

Signature of Web Requirements Branch Chief	Date:
/s/ Amanda Nguyen	5/09/2024