



United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division

Functional Requirements Document (FRD)

Project#
10310

Project Title:
Add missing fields to
specific table for
FEHBA

Date Prepared:
02/22/11

Scope:

The field "New Payroll Office or Retirement System" needs to be added to the Elections Tab on the Health Benefits Page.

Assumptions:

N/A

Test:

>>>>> Completed by SRB <<<<<

Functional Requirements

Human Resources Applications Staff (HRAS) Requirements

The field "New Payroll Office or Retirement System" needs to be added to the Elections Tab on the Health Benefits Page. The employing office uses this space to give remarks needed to support any action that is not apparent from the completed form. (Examples are Temporary change in employee's employment status, name change, reinstatement of enrollment, enrollment transferred to OWCP). This field has no edits.

Req # 1 - Create a field named Z_HB_PAYR_OFF which is 35 characters in length. Add this field to the end of the Z_PRES_DOC_180 Record. This field needs to be exported on the 181 FEHBA Change Document. The field should begin in column 412 and end in column 446.

Req # 2 - Add this new field to the bottom of the Z_PRES_DOC_180 page.

Req # 3 - This field needs to be imported on the 181 FEHB Change document. The field begins in column 537 and ends in column 571 on the applied file.

Req # 4 - This field is also imported on the long suspense file and begins in column 414 and ends in column 448.

Please see the screen print attached.

Navigation: Payroll Documents>>Health Benefits>>Emplid>>Search

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The screenshot shows a web form with three main sections:

- Transaction Information:** Includes fields for Transaction Code (dropdown), Event Code (dropdown), Married? (checkbox), Employee Daytime Phone Number (text), and a Remarks link.
- Other Insurance Information:** Includes checkboxes for Medicare A, Medicare B, Medicare D, and Tricare. It also has fields for Private Insurance Name, FESI IDENTIFIER NUMBER (with a mask NNNNNNNNNNNI), Policy Number, Event Date (dropdown), Date Document Signed (dropdown), Event Change Code (dropdown), and Office Received Date (dropdown).
- Personnel Contact:** Includes a Name field (with a mask), First, Middle, Last, and Suffix (dropdown) fields, Authorized Agency Phone Number and Personnel Office Phone Number fields, Retro collection by NFC (checkbox), Pre-Tax FEHB Premium (checkbox), Temp Employee Pay Full Premium (dropdown), and a New Payroll or Retirement System field.

A red arrow points from a box labeled "Recommended Entry Field Label and Location" to the "New Payroll or Retirement System" field in the Personnel Contact section.

Signature of HRAB Chief: William P Dantagnan /s/	Date: 2/25/11
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