	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:**
680717	Changing the SCD retire date without changing the SCD leave Date	February 19, 2015

Scope:	The scope of this project is to update the Payroll 030 document. This update is being done because changing the Retire SCD without changing the Leave SCD cannot be done in the mainframe or in EmpowHR. All NFC servicing communities must have the capability to update this field in separate incidents i.e. change SCD retire date without being forced to change the SCD Leave date. Agencies will use the 30 Document (Master File Change) to change DATE SCD RETIRE. Agencies must enter in the field name DATE-SCD-RETIRE the field values format YYMMDD (Ex. 140617).
Assumptions:	• The dates that are entered on this new 030 document for a change on the SCD Retire date will not be reflected on HR reports until a PAR action is done which will in process update the SCD retire date field. • TMGT Table 038 will be updated with the new "D" field (D00213). • FESI does not require changes to process the 030-document for new field number D00213. BEAR does not require changes for the update to PPS data field DATE-SCD-CSR. Once the 30 document has processed for new field number D00213, thereby updating PPS field DATE-SCD-CSR the new data will be passed from the PPS database to BEAR output files that already contain data field DATE-SCD-CSR. PHIS does not require changes. The field DATE-SCD-CSR will be passed from BEAR files and the PHIS database will be updated with the new data.
Test:	All EmpowHR functionality specified within the Functional Requirements Document (FRD) will be validated by the Application Testing Branch (ATB) QA team.

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Functional Requirements

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

"Not Applicable"

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

- PINE/PEPL will be modified to allow the DATE SCD RETIRE (date-scd-retire) to be changed with a 30 Document. The field values format of the DATE SCD RETIRE is YYMMDD and will be edited to ensure a valid date is entered.
- BEAR will be modified to pass the DATE SCD RETIRE data when a 30 document is processed.
- PHIS will be modified to update the data on the PHIS database when a 30 Document is processed and 060-Field-Number = 'D00213".
- FESI will be modified to accept the new field on the 30 document

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

"Not Applicable"

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

Epic Changes:

- **In the EPIC system under Payroll Documents → Master file Change (payroll document 30); a new "Field name and Field Value must be added.**
- **The name of the field to be added: "DATE-SCD-RETIRE" (PPS field DATE-SCD-CSR) equal to D00213**
- **The new field value will be formatted: YYMMDD (Ex. 140618).This field will be edited to ensure a valid date is entered.**

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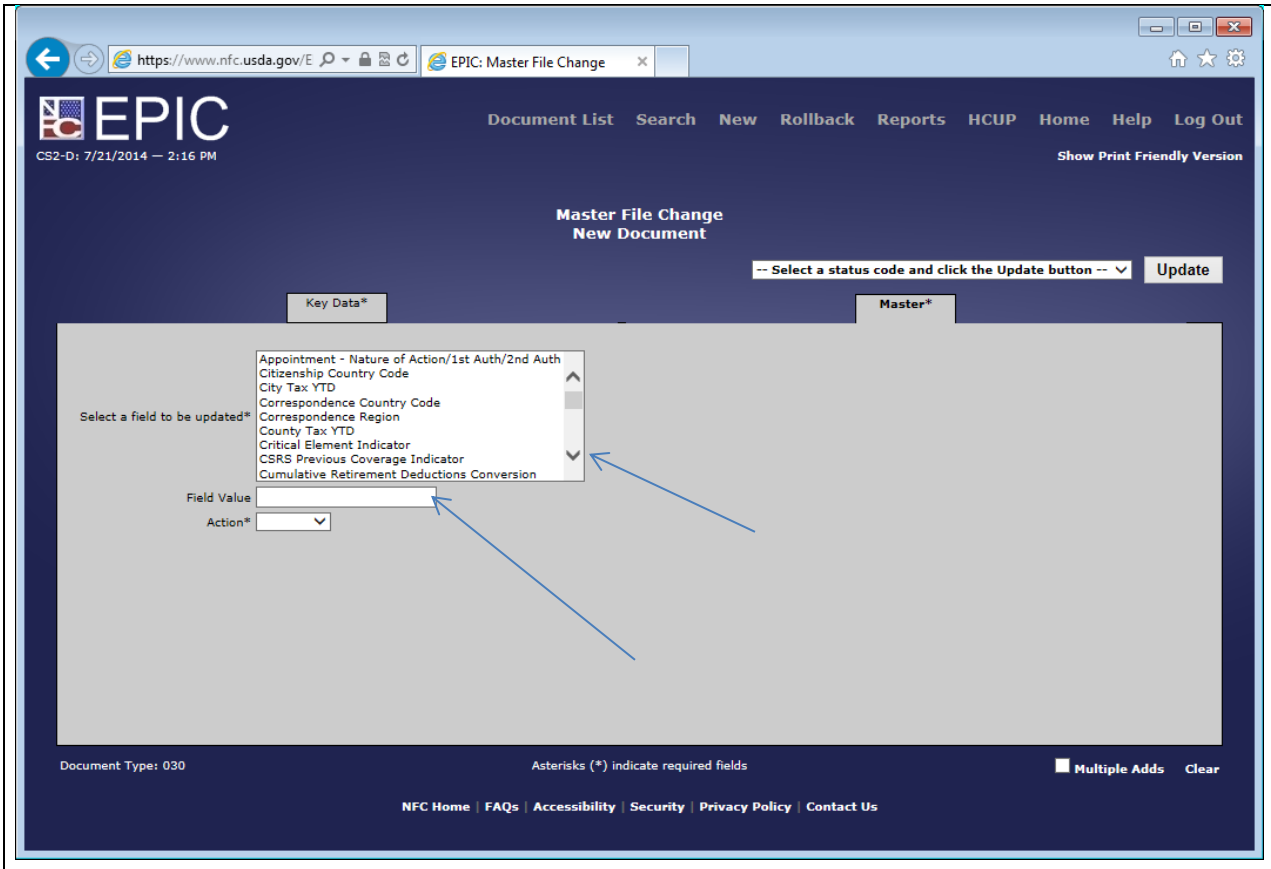


☐ **Administrative Web Systems Branch (AWSB) Requirements**

"Not Applicable"

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

I. Background

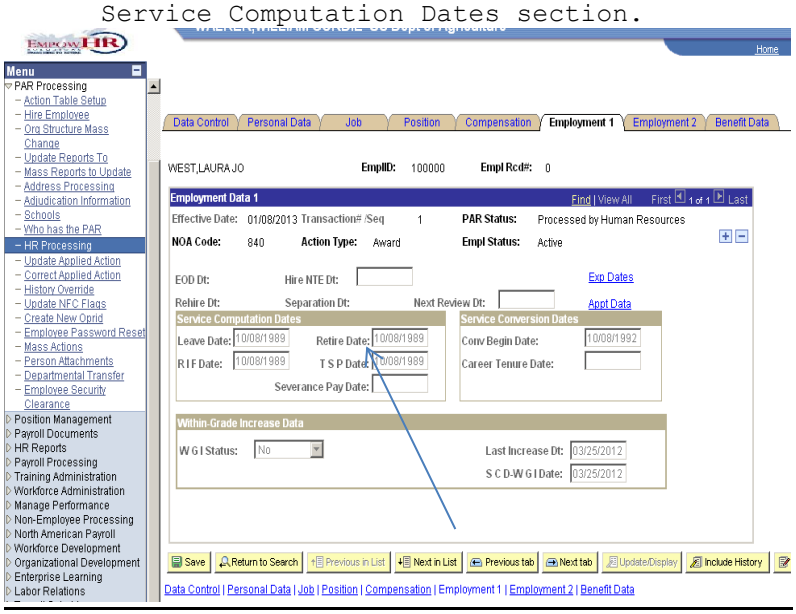
This change request was written around the directive of the Office of Personnel Management (OPM):

As the SCD-Retirement is not, appropriately so, an SF-50 data element the correction of the SCD-Retirement is not to be documented via the processing of a personnel action. After an employee's SCD-Retirement is changed in the agency's internal system the change will be updated for EHRI warehouse purposes upon the agency's next submission of the employee record on its Dynamic and Status File (i.e., the SCD-Retirement data element is routinely included as part of Dynamics

and Status submission).

II. System changes

In order to implement a change to the SCD Retire date exclusively, a new data field will need to be added to the 030 Payroll (PR) document. This SCD Retire Date field is currently found in EmpowHR under the PAR Processing menu → HR Processing → Service Computation Dates section.



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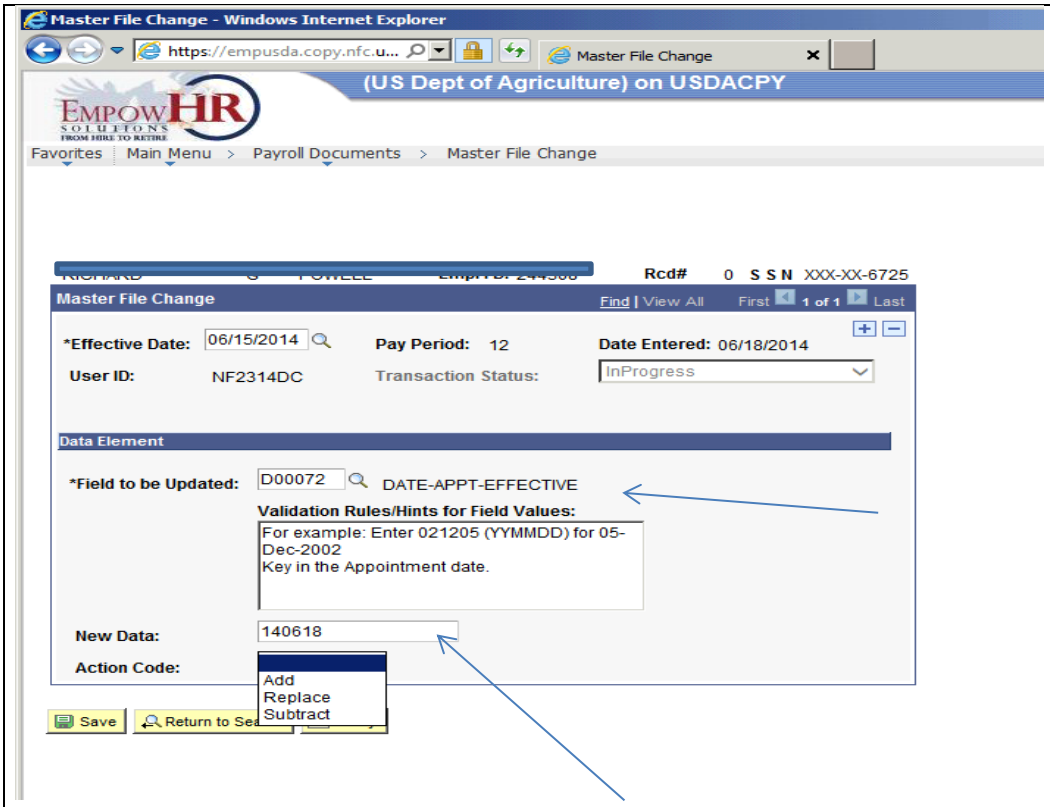

- Currently, the 030 Payroll Document component contains an effective date, a look up field to determine the field to be updated, which then populates the Validation Rules/Hints for field Values. A field to enter the "New Data" and an action code selection drop-down (replace).
- This change to the 030 PR document located in EmpowHR on the Payroll Documents Menu → Master File Change must be modified to include this new Data Element for the SCD Retire leave Date. A code change must be done to add this new element to the "Field to be Updated", add "D"= D00213.The validation Rules/Hints for field Values: to be coded as DATE-SCD-RETIRE (PPS field DATE-SCD-CSR) with a field value format YYMMDD (EX. 140618).Once the user has entered a new SCD retire Leave date, add an edit to ensure a valid date is entered.
- **To accommodate the new value for changes in SCD retire date via the Payroll Docs > Master File Change, modifications will be done to support the import process for applied Payroll docs. The import/applied payroll docs process should update the SCD-RETIRE-DATE (PPS field DATE-SCD-CSR) in the max Applied (various statuses) inheritable PAR row, and all other PAR rows above/after the current inheritable PAR row regardless of the transaction status for these rows (various statuses).**

Signature of Systems Requirements Branch Chief: **Date:**

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Signature of Web Requirements Branch Chief:	**Date:**