



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

### Functional Requirements Document (FRD)

<b>Project#</b> 809123	<b>Project Title:</b> EmpowHR FEHB Enhancements	<b>Date Prepared:</b> 1/30/2015
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**Version 2.0**

**As of: 8/20/2015**

**(Note: The Agency Requesting Official will change the Version number and 'As of' date only when submitting a revised FRD, e.g. Version 1.0.1)**

<b>Scope:</b>	<p>The scope of this project is to make changes to the FEHB Payroll Documents 2809 and 2810.</p> <p>For Payroll Document 2809:</p> <ul style="list-style-type: none"><li>• When an Enrollment is inserted on top of an existing row, all of the fields on the document will be cleared rather than being pulled forward.</li></ul> <p>For Payroll Document 2810:</p> <ul style="list-style-type: none"><li>• When the Transfer Action is set to "Transfer In", Dependent data and information on other insurance coverage will no longer be required.</li><li>• When the Transfer Action is set to "Transfer Out", the "New Payroll OFC or Retirement" field will be required.</li></ul>
<b>Assumptions:</b>	
<b>Test:</b>	All functionality specified within the FRD will be validated by the Application Testing Branch (ATB) QA team.

### Functional Requirements

Payroll Applications Systems Branch (PASB) Requirements

"Not Applicable"

Personnel Applications Systems Branch (PESB) Requirements

"Not Applicable"

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Administrative Applications Systems Branch (AASB) Requirements

"Not Applicable"

Payroll Web Systems Branch (PWSB) Requirements

"Not Applicable"

Administrative Web Systems Branch (AWSB) Requirements

"Not Applicable"

Human Resources Applications Branch (HRAB) Requirements

1. If the Transaction Code field is set to "TransferIn" on the 2810, then Dependent data shall not be required.

The screenshot shows a web application interface with two tabs: 'Elections' and 'Dependents'. The 'Dependents' tab is active. A red arrow points from the 'Dependents' tab to the 'Transaction Code' dropdown menu, which is set to 'TransferIn'. The 'Transaction Code' field is highlighted with a red box. The interface also shows fields for 'Effective Date' (01/25/2015), 'User ID' (EMPOWHR\_AB), 'Pay Period' (02), 'Date Entered' (02/02/2015), 'Transaction Status' (InProgress), 'Benefit Plan' (04 BLUE CROSS AND BLUE SHIELD), 'Coverage Code' (4 Self Only), 'Event Code' (Open Season), and 'Preferred Telephone Number' (0000000000). There are also checkboxes for 'Sent To Insurance Carrier', 'Medicare A', 'Medicare B', and 'Medicare D', and a 'Remarks' link.

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2. If the Transaction Code field is set to "TransferIn" on the 2810, then the "Is Employee covered by Insurance Other than Medicare ?" field (Z\_OTHER\_INS\_IND) shall not be required.

Elections Dependents

EmplID: Record 0 SSN

Health Benefits Find | View All First 1 of 2 Last

\*Effective Date: 01/25/2015 Pay Period: 02 Date Entered: 02/02/2015  
User ID: EMPOWHR\_AB Transaction Status: InProgress  
 Sent To Insurance Carrier

Plan Information  
Benefit Plan: 104 BLUE CROSS AND BLUE SHIELD  
Coverage Code: 4 Self Only

Transaction Information  
Transaction Code: TransferIn  
Event Code: Open Season Preferred Telephone Number: 0000000000  
Email Address:

Medicare And Other Insurance Information  
Medicare A:  Medicare B:  Medicare D:  Medicare Claim #  
\* Is Employee covered by Insurance Other than Medicare ?  
 Tricare:  FEHB:

Other Insurance Name:  
Policy Number:  
Date Document Signed: 12/07/2007  
Event Change Code: Office Received Date: 12/10/2007

Personnel Contact

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3. When the Transaction Code field is set to "TransferOu" on the 2810 the field "New Payroll OFC or Retirement" (Z\_HB\_PAYR\_OFF) shall be used to capture the POI, and be marked as a required field, requiring a non-blank value.

**Plan Information**

Benefit Plan:

Coverage Code:

**Transaction Information**

**Transaction Code:** TransferOu ▼ [Remarks](#)

Event Code:  Preferred Telephone Number:

Email Address:

**Medicare And Other Insurance Information**

Medicare A:  Medicare B:  Medicare D:  Medicare Claim #

\* Is Employee covered by Insurance Other than Medicare ?  
 Tricare:  FEHB:

Other Insurance Name:

Policy Number:

Date Document Signed:

Event Change Code:  Office Received Date:

**Personnel Contact**

Name: BURRELL,BERNETTA

\*First  Middle  \*Last  Suffix

Authorized Agency Phone Number:  Personnel Office Phone Number:

**Other**

Retro collection by NFC:  Pre-Tax FEHB Premium:  Temp Employee Pay Full Premium:  No ▼

Is this SF-2809 adding or removing non-tax dependent step-children of a domestic partner?  No ▼

\* New Payroll OFC or Retirement

4. When inserting a new health benefits documents (2809) on top of an existing record do NOT bring forward the prior rows data (i.e. all fields that were populated on the previous row will be cleared out on the new row).

<b>Signature of Web Requirements Branch Chief:</b> Alisa R. Wells /s/	<b>Date:</b> 8/24/2015
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