Federal Financial Management Business Use Cases for Hire-to-Retire

January 12, 2018

TABLE OF CONTENTS

PURPOSE

Treasury's Office of Financial Innovation and Transformation (FIT) is the Line of Business (LoB) Managing Partner for the Federal Financial Management (FFM) service area. FIT has developed a library of FFM Business Use Cases which reflect the business needs of the financial management community. The library consists of the *Federal Financial Management Business Use Case Library Overview*, that provides the framework for understanding and using the business use cases, and a series of documents containing the business use cases organized within end-to-end business processes. A list of the available documents can be found in Appendix A.

This document contains the FFM business use cases associated with the Hire-to-Retire Business Process and should be used in conjunction with the *Federal Financial Management Business Use Case Library Overview*.

BUSINESS USE CASE STRUCTURE

The sections of the FFM business use cases are described below.

Business Use Case Identifier: includes information about the key underlying components. The notation for a business use case identifier is shown below.

Business Scenario(s) Covered: identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

Business Actor(s): identifies the typical offices or roles performing events in the business use case.

Synopsis: provides a summary of the events that take place within the business use case.

Assumptions and Dependencies: includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

FFMSR ID Reference(s): includes a list of the Federal Financial Management System Requirements (FFMSR) that apply for the business use case.

Initiating Event: identifies the event that triggers the initiation of the business use case.

Typical Flow of Events: includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.

HIRE-TO-RETIRE BUSINESS USE CASES

090.FFM.L1.01 Post Payroll
End-to-End Business Process: 090 Hire-to-Retire
Business Scenario(s) Covered

• Domestic Payroll Provider	• Employee Receivable Originating Outside of HR
• Payroll Accrual	

Business Actor(s)
Finance Office; Payroll Provider; HR Office
Synopsis
An agency's accounting period is ending during a two week pay period. The preceding pay period has been paid and posted within this accounting period. Earned but unpaid employee wage and benefit expenses for the remaining days of the current accounting period are estimated and posted before the accounting period closes. In the next accounting period, the pay period that ends. The agency's payroll service provider receives time and attendance information and information on an employee receivable originating outside of Human Resources. Employee wages and benefits are calculated and net employee pay is disbursed. Upon receipt of the payroll processing summary from the payroll service provider, the accrued payroll expense posted in the prior accounting period is reversed and the actual payroll expenses are posted. The agency's cash account is charged directly by the payroll service provider for the payroll related disbursements.
Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
7. Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.
8. A common federal shared services payroll provider (e.g., USDA NFC, GSA, IBC, DFAS, or DoS) handles the agency's payroll.
9. The agency's payroll is calculated for two week intervals with an average of 26 pay periods in a fiscal year.
10. The agency's pay date is the first Thursday or Friday of the following pay period.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

090.FFM.L1.01 Post Payroll
11. An employee receivable for an active employee has previously been established in the financial management system and will be reported to the payroll service provider for collection.

FFMSR ID Reference(s)	1.1.2; 1.1.4; 1.2.1; 2.2.1; 2.2.2; 2.2.5
Initiating Event	The close of the current accounting period approaches.

USE CASE 090.FFM.L1.01 POST PAYROLL				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
1		Determine the estimate of the earned but unpaid wage and benefit expenses for the accounting period nearing close (HCM.120.010 Payroll Processing)	• Historical wage and benefit information	• Estimated wage expenses • Estimated benefit expenses
2	Receive and process wage and benefit expense accrual (FFM.090.030 Accrual and Liability Processing)		• Estimated wage expenses • Estimated benefit expenses	• Appropriate payroll expense accrual entries created with reference to source information
3	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 090.FFM.L1.01 POST PAYROLL			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
4		a. Receive employee time and attendance information b. Calculate employee wage and benefit amounts c. Receive employee receivable information and determine offset with wage earnings d. Disburse employee wages and benefits e. Request employee receivable reduction by amount of payroll offset f. Summarize and report employee wage and benefit expense and disbursement information by pay period (HCM.120.010 Payroll Processing)	• Time and attendance information • Employee benefit information • Employee receivable information	• Wage expense, benefit expense, benefit accrual, and disbursement information by employee • Employee receivable information • Employee payroll offset information • Wage and benefit expense and disbursement information summarized by pay period
5	In the next accounting period, reverse estimated wage and benefit expense accrual posted in the prior accounting period (FFM.090.030 Accrual and Liability Processing)		• Appropriate payroll expense accrual entries created for the prior period	• Appropriate payroll expense accrual reversal entries created with reference to source information

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | **Hire-to-Retire** | Book-to-Reimburse | Apply-to-Repay |

USE CASE 090.FFM.L1.01 POST PAYROLL

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6	a. Receive and process summarized wage and benefit expense and disbursement information for pay period begun in the prior accounting period and completed in the current accounting period (FFM.030.040 Payment Processing - Payroll Payments) b. Receive and process request to reduce employee receivable by amount of payroll offset (FFM.060.030 Public Receivable Credit Memo and Adjustment Processing)		• Wage and benefit expense and disbursement information summarized by pay period • Employee receivable information • Employee payroll offset information	• Appropriate current-period wage and benefit expense entries created with reference to source information • Appropriate disbursement entries created with reference to source information • Appropriate receivable adjustment entry created with reference to source information
7	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated

Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | **Hire-to-Retire** | Book-to-Reimburse | Apply-to-Repay

APPENDIX A   LINKS TO FIT BUSINESS USE CASE LIBRARY DOCUMENTS

Library Document Content	Linked Document Name
FFM Business Use Case Library Overview	FFM Business Use Case Library Overview
010 Budget Formulation-to-Execution	FFM Use Cases 010 Budget Formulation-to-Execution
020 Acquire-to-Dispose	FFM Use Cases 020 Acquire-to-Dispose
030 Request-to-Procure	FFM Use Cases 030 Request-to-Procure
040 Procure-to-Pay	FFM Use Cases 040 Procure-to-Pay
050 Bill-to-Collect	FFM Use Cases 050 Bill-to-Collect
060 Record-to-Report	FFM Use Cases 060 Record-to-Report
070 Agree-to-Reimburse	FFM Use Cases 070 Agree-to-Reimburse
080 Apply-to-Perform	FFM Use Cases 080 Apply-to-Perform
090 Hire-to-Retire	FFM Use Cases 090 Hire-to-Retire
100 Book-to-Reimburse	FFM Use Cases 100 Book-to-Reimburse
110 Apply-to-Repay	FFM Use Cases 110 Apply-to-Repay