IR&C Business Requirements Document

SR83444 - CBN DOS Code
Payroll

Created on: 08/01/2011
Last Modified on: 08/05/2011
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1 Business Need Section

1.1 Objective:
Create a new DOS code for collectively bargained negotiated by-agreement payments.

1.2 Issue Tracker Reference

PPS_RSCH-206

1.3 Project Type:

▸ Enhancement

Additional Project Type Information: DOS Code Table Update

1.4 System

▸ PPS

Additional System Information:

1.5 Requested by:
Shaun Ruiz, Payroll Coordination

1.6 Implementation Deadline:

1.6.1 Urgency

▸ Urgent

Additional Urgency Information: Agreement between the University and FUPOA went into effect July 1, 2011
1.6.2 Deadline Information
As soon as possible - Agreement between FUPOA and the University went into effect July 1, 2011

1.7 Statement of Business Need:
A new DOS code is required to execute the pay requirements agreed to between the University and FUPOA.

1.7.1 Additional Background:
Effective July 1, 2011, Police Officers at step 5 or above, who have been at step 5 or above for 12 months or more, will receive a "temporary monthly by-agreement" payment of $100.00/month for a fifteen (15) month period, that is non-base building and non-retirement eligible.

The University shall implement the by-agreement payment as soon as practicable following written notification of FUPOA's ratification of this Agreement.

For the Officers who are currently at Step 5, on the month they become eligible to receive a longevity increase (Step 5.5), the $100.00 monthly by-agreement payment will cease.

1.8 Current Process:
None

1.9 Proposed Process
Create a new DOS code campuses could use to pay a temporary by-agreement amount. The code must be non-base building and non-retirement eligible.

1.9.1 Proposed changes to system inputs and outputs
None

1.10 Processing Considerations:
None
2 Scope and Estimate Section

2.1 Scope

- Small

Additional Scope Information: Table change only

2.2 Assumptions
- UAT needed:
  - QA/UAT: Table update - before and after.
  - UAT: Two or three test cases. BW compute (will need to input time into time roster). Review PAR reports (make sure FLSA rules are applied).

2.3 Overview of Changes

Addition of one new DOS code

2.4 Estimate

*In initial phase, provide work hours/days. After requirements, this can be revised and dates added.*

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Work Hours Based on Business Needs</th>
<th>Elapsed Time in Days*</th>
<th>Estimated Schedule Based on Functional Requirements</th>
<th>Start and End Dates Based on Technical Spec</th>
<th>Actuals After completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements Gathering</td>
<td>2 hours</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Specification Preparation</td>
<td>1 hour</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mainframe Development</td>
<td>8 hours</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Development</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QA</td>
<td>1 hour</td>
<td>.5 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Acceptance Testing</td>
<td>12 hours</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release Preparation</td>
<td>4 hours</td>
<td>1 day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation in Production</td>
<td>18 hours</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46 hours</strong></td>
<td><strong>11.5 days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Estimate Notes:
- Elapsed time includes weekends (2 weekend days added to each week for elapsed time estimates of 30 hours or more.)
• Requirements Gathering elapsed time allows time for document approval.
• Mainframe development time includes time needed to support QA effort.

2.5 Time Dependencies

Final requirements needed: lead time of 2 weeks

2.6 Scope and Estimate Approval

2.6.1 Approval by IR&C QA Manager

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8/2/11</td>
<td>Mary Ann Gohl</td>
</tr>
</tbody>
</table>

2.6.2 Approval by IR&C Programming Manager

<table>
<thead>
<tr>
<th>Version</th>
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<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8/2/11</td>
<td>Bob Franks</td>
</tr>
</tbody>
</table>

2.6.3 Approval by Hosted Applications Manager

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8/5/11</td>
<td>Christopher Scott</td>
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2.6.4 Approval by Requesting Department Manager

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<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8/5/11</td>
<td>Shaun Ruiz</td>
</tr>
</tbody>
</table>

3 Functional Requirements Section

3.1 Overview of Modifications

This is a DOS code table update. See attached UPAY form.

• Control Table Updates: DOS code table
• EDB Maintenance: N/A
• History (HDB, CDB) Process: N/A
• Compute Process: N/A
• Distribution of Expense: N/A
• Consolidated Billing and Self-Billing: N/A
• Merit/Range/ATB Processes: N/A
• Other Processes: N/A
• One-time Processes: N/A
• Interface Files: N/A
• Other Tax Processing N/A
• CICS Screen/Web Page Modifications: N/A
• Online Help Modifications: N/A
• Reporting and Notification: N/A
• Forms:

3.2 Control Table Updates

<table>
<thead>
<tr>
<th>Req. ID</th>
<th>Requirement Type/Category</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R001</td>
<td>Control Table</td>
<td>Table 10 Description of Service Table</td>
</tr>
</tbody>
</table>

See attached UPAY form
<table>
<thead>
<tr>
<th>00</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
<th>05</th>
<th>06</th>
<th>07</th>
<th>08</th>
<th>09</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
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<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
<td>10</td>
</tr>
</tbody>
</table>

**Title:**

**Description of Service Table**

**Payroll/Personal**

**Date:** 11/15/89

**Authority: By:**

**Page:** 8 of 9
3.3 Functional Requirements Approval

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8/5/11</td>
<td>Shaun Ruiz</td>
</tr>
</tbody>
</table>

4 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8/1/11</td>
<td>Shaun Ruiz</td>
<td>New BRD – submitted via Issue Tracker.</td>
</tr>
<tr>
<td>1.1</td>
<td>8/1/11</td>
<td>Beth Burkart</td>
<td>Added UPAY to BRD, updated estimate table, added in Issue Tracker #.</td>
</tr>
<tr>
<td>1.2</td>
<td>8/5/11</td>
<td>Beth Burkart</td>
<td>Added Christopher’s approval and Shaun’s approval. Document is final.</td>
</tr>
</tbody>
</table>