## UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

**SERVICE REQUEST**
UIRC 160ISS (R 01/00)

### PERSON AUTHORIZING REQUEST:
Jennifer Damisco Murphy

### DEPARTMENT:
HW PLN

### REQUESTOR:
Mark Esteban

### RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)
Open Enrollment 2012 Plan Year Payroll Modifications

### PRODUCTION RUN

<table>
<thead>
<tr>
<th>SYSTEM</th>
<th>EFFECTIVE DATE OF INFORMATION</th>
<th>TYPE OF RUN</th>
<th>TYPE OF OUTPUT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>[RERUN]</td>
<td>[ADD'L]</td>
</tr>
</tbody>
</table>

### RETRIEVAL/PRODUCTION RUN

**DISTRIBUTION OF OUTPUT INSTRUCTIONS:**
For retrieval requests, include long-term file retention instructions if appropriate.

### IR&C USE ONLY

<table>
<thead>
<tr>
<th>R</th>
<th>NE</th>
<th>IM STAFF</th>
<th>TO</th>
<th>RET</th>
<th>CORP SYS</th>
<th>M&amp;O</th>
<th>PAYROLL</th>
<th>PRODUCTION CONTROL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

**DATE RECEIVED**

**REVISED DUE DATE**

**DATE COMPLETED**

**COMPLETED BY**

**COMPUTING TIME/CHARGES**

**STAFF TIME/CHARGES**

**BILLING NO**

**JOB NAME**

**COMMENTS:**

**ESTIMATE INFORMATION**

**COMPLETION DATE**

**STAFF HOURS**

**ESTIMATED COSTS**

**COMPUTING COSTS**

**ESTIMATED TOTAL COSTS**

**APPROVAL TO PROCEED**

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*UC Office of the President*
SR83477
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1 Business Need Section

1.1 Objective:
Update UC H&W rates for plan year 2012.
Change delivery method for Kaiser Umbrella (KU) carrier data.
Ensure FSA file is delivered to vendor FTP site
Replace existing Ladder Rank Faculty file with the 2012 version.

1.2 Issue Tracker Reference

| Corresponding Issue Tracker Number, if applicable: PPS_RSCH_222 |

1.3 Project Type:

- Enhancement

Additional Project Type Information:

1.4 System

- PPS

Additional System Information:

Modifications to PIP, PIN, and PPS.

1.5 Requested by:
Mark Esteban, HR&B H&W Policy and Planning

1.6 Implementation Deadline:

1.6.1 Urgency

- Date Mandated
1.6.2 Deadline Information

Implementation may require a phased approach and must be coordinated with other year-end processes and updates.

Generally, PPS modifications will need to be implemented prior to the first compute for December earnings (first biweekly ending December 10).

Generally PIP and PIN modifications will need to be complete prior to the beginning of Open Enrollment (10/31) to facilitate end-to-end testing.
1.7 Statement of Business Need:
Update UC H&W rates for plan year 2012.
Change delivery method for Kaiser Umbrella (KU) carrier data.
Ensure FSA file is delivered to vendor FTP site
Replace existing Ladder Rank Faculty file with the 2012 version.

1.7.1 Additional Background:
Through 2010, Kaiser Mid-Atlantic (KW) was a health plan serving primarily UC employees in Washington D.C. KW was discontinued at the end of the year.
During Open Enrollment for 2011, employees enrolled in KW were transferred to the Kaiser Umbrella Plan (KU). Although not an active plan in 2010, a full implementation of processes and carrier files was in place from previous years both in PIN, and at Avidity. However, in February 2011 Kaiser determined that KU cannot be handled correctly in their regular carrier file process, and will need to be maintained manually (there are only about two dozen participants).

1.8 Current Process:
PINCAROE produces a carrier file for KU.
An FSA Open Enrollment file is created, but not delivered anywhere.
A Ladder Rank Faculty file is used by PIP Open Enrollment.

1.9 Proposed Process
New Rates should be tested and distributed to the Campuses.
The KU OE carrier file needs to be copied to FTPUSRKP.
An additional copy of the KU OE carrier file needs to be copied to FTPUSRKP with the same name except that KU is replaced by KPMA, as was previously implemented for the monthly files in SR83290.
Replace existing Ladder Rank Faculty file with the 2012 version.
Ensure FSA file is delivered to vendor FTP site.

1.9.1 Proposed process from a functional perspective
1.9.2 Proposed changes to system inputs and outputs
None.

1.10 Processing Considerations:
None.
2 Scope and Estimate Section
To be completed by IR&C business and technical analyst(s)

2.1 Scope

- Small

Additional Scope Information:

2.2 Assumptions
- Details about the rate sets and the rates themselves will be provided as soon as they are available.

2.3 Overview of Changes

PPS: Obtain the rate transactions from PIP and run PPP004 to test them. Split them into appropriate files for campuses.

PIN: Add an FTP step to put KU file in the ftpusrkp directory on vsftp.

2.4 Estimate

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Work Hours Based on Business Needs</th>
<th>Elapsed Time in Days*</th>
<th>Estimate Changed Based on Functional Requirements?</th>
<th>Estimate Changed Based on Technical Spec?</th>
<th>Actuals After completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements Gathering</td>
<td>N/A PPS/PIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Specification Preparation</td>
<td>N/A PPS/PIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mainframe Development</td>
<td>8 hrs PPS 4 hrs PIN</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unix Development</td>
<td>8 hrs PIP</td>
<td>1.5 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Development</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QA</td>
<td>8 hrs PPS/PIN 48 hrs end-to-end</td>
<td>2 days</td>
<td>2 days PPS/PIN 7.5 days end to end</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Acceptance Testing</td>
<td>8 hrs</td>
<td>3 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release Preparation</td>
<td>4 hrs PPS 4 hrs PIN</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation in Production</td>
<td>4 hrs PIN 20 hrs PPS</td>
<td>2 days PPS</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>116 hrs.</strong></td>
<td><strong>28 days</strong></td>
<td></td>
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<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.
  - Assume for Technical Spec, Mainframe Development, QA and Release Preparation, assume 80% productive time in each day, so working hours are divided by .8 to get to elapsed hours.
  - UAT estimate is standard 8 working hours over 3 elapsed days.
  - Elapsed time totaled to 20 days. Eight weekend days were added to equal 28 elapsed days.

2.5 Time Dependencies

Final requirements needed: lead time of 4 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>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/22/11</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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</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/26/11</td>
<td>Bob Franks</td>
</tr>
</tbody>
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2.6.3 Approval by Hosted Applications Manager

<table>
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<tr>
<th>Version</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/15/11</td>
<td>Christopher Scott</td>
</tr>
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</table>

2.6.4 Approval by Requesting Department Manager

<table>
<thead>
<tr>
<th>Version</th>
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<tbody>
<tr>
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</table>

3 Functional Requirements Section

Update UC H&W rates for plan year 2012.
Change delivery method for Kaiser Umbrella (KU) carrier data.

3.1 Overview of Modifications

- Control Table Updates:
  Test and distribute BRT update transactions.
- Other Processes:
  PIPOE - Update Ladder Rank Faculty File
  PIPOE – Verify FSA file delivery
- Interface Files:
### 3.2 Control Table Updates

<table>
<thead>
<tr>
<th>Req. ID</th>
<th>Requirement Type/Category</th>
<th>Requirement Description</th>
</tr>
</thead>
</table>
| R0001   | Control Table             | Table 14 Benefits Rates Table (for entries except medical, dental, vision, and legal rates)  
Test and distribute BRT update transactions.  
After final 2012 H&W plan rates have been determined, HR&B will upload a comprehensive file and request that production control run PIP Job PIPRATEU that will use that file to generate BRT update transactions and deliver them to a file in MVS. The transactions should be processed into the BRT of a test instance of PPS for verification.  
The transactions should include the following (no MCB tiers)  
- 2012 Legal Rates Plan J2 Bargaining Unit ‘00’  
- 2012 Dental Rates Plans D1, D3, P3, P4 Bargaining Unit ‘00’  
- 2012 Vision Rates Plan VI and P5 Bargaining Unit ‘00’  
The transactions should include the following tiered by MCB values of 48, 96, 144, and 999.  
- 2012 Medical Rates Plans BC, BL, BP, CM, HE, HB, HN, KN, KS, KU, P1, P2, WH Bargaining Unit ‘00’  
- 2010 Medical Rates Plan HN, Bargaining Units ‘RX’, ‘TX’ (to supersede prior BRT entries of salary bands and ER contributions)  
- 2011 Medical Rates Plans BC, BL, BP, CM, HB, HE, HN, KN, KS, KU, WH Bargaining Units, ‘HX’ (to supersede prior BRT entries of salary bands and ER contributions)  
Bargaining Units IX, LX and PA do not have rows in the rates tables.  
Bargaining Unit PX plans are under bargaining unit 00. |
The following sets of transactions should be created, which contain unique rates by location:
  - a file for all other campuses with the 2012 rates and other rates for the status quo system-wide bargaining units

All of the above transactions are for ‘advance’ deductions.

It is not known at this time which (if any) ‘arrears’ rates will change.

Local Bargaining Unit Exceptions - 11/28/11

The transactions should include the following tiered by MCB values of 48, 96, 144, and 999.
  - 2012 Medical Rates Plans BC, BL, BP, CM, HB, HE, HN, KN, KS, KU, WH Bargaining Unit ‘K4’ (to supersede prior BRT entries)

The transactions should include the following tiered by MCB values of 47, 93, 140, and 999.

The following sets of transactions should be created, which contain unique rates by location:
  - a file for UCLA which includes rates for K4 (skilled crafts unit) & KM (skilled crafts, Merced)
  - a file for San Diego which includes rates for K6 (skilled crafts unit)
  - a file for Irvine which includes rates for K9 (skilled crafts unit)

### 3.3 Interface Files

#### 3.3.1 Carrier Interfaces

<table>
<thead>
<tr>
<th>Req. ID</th>
<th>Requirement Type/Category</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0002</td>
<td>Interface File</td>
<td>Open Enrollment Carrier File</td>
</tr>
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</table>

The PINCAROE process should be modified so that:
  - The KU carrier file needs to be copied to FTPUSRKP.
<table>
<thead>
<tr>
<th>Req. ID</th>
<th>Requirement Type/Category</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Discontinue KU file for Advitiy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• An additional copy of the KU OE carrier file needs to be copied to FTPUSRKRP with the same name except that KU is replaced by KPMA, as was previously implemented for the monthly files in SR83290.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Send an email notification to Rowena Wong for the new Kaiser Umbrella files.</td>
</tr>
<tr>
<td>R0003</td>
<td>Interface File</td>
<td>Ensure FSA file is delivered to vendor FTP site.</td>
</tr>
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</table>

### 3.3.2 Other

<table>
<thead>
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<th>Req. ID</th>
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<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0004</td>
<td>PIPOE</td>
<td>• Replace existing Ladder Rank Faculty file with the 2012 version, this file should be tested.</td>
</tr>
</tbody>
</table>

### 3.4 Functional Requirements Approval

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
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<tbody>
<tr>
<td>1.0</td>
<td>9/28/11</td>
<td>Debbie Husary</td>
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</table>

### 4 Revision History

<table>
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<th>Name</th>
<th>Description</th>
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<td>1.0</td>
<td>9/13/11</td>
<td>Debbie Husary</td>
<td>Submitted through Issue Tracker.</td>
</tr>
<tr>
<td>1.1</td>
<td>9/15/11</td>
<td>Beth Burkart</td>
<td>Added Maxine’s estimates, Christopher’s est and approval.</td>
</tr>
<tr>
<td>1.2</td>
<td>9/21/11</td>
<td>Beth Burkart</td>
<td>Added the 8 hrs PIP estimate received from Donna.</td>
</tr>
<tr>
<td>1.3</td>
<td>9/22/11</td>
<td>Beth Burkart</td>
<td>Added QA estimate for PPS/PIN</td>
</tr>
<tr>
<td>1.4</td>
<td>9/26/11</td>
<td>Beth Burkart</td>
<td>Estimate totals; approval.</td>
</tr>
<tr>
<td>1.5</td>
<td>9/27/11</td>
<td>Debbie Husary</td>
<td>Removed FCPRB45 tasks.</td>
</tr>
<tr>
<td>1.6</td>
<td>9/27/11</td>
<td>Beth Burkart</td>
<td>Added assumption and modified est table.</td>
</tr>
<tr>
<td>1.7</td>
<td>9/27/11</td>
<td>Debbie Husary</td>
<td>Removed Bargain Unit Exceptions, will re add them when they have been finalized.</td>
</tr>
<tr>
<td>1.8</td>
<td>9/28/11</td>
<td>Beth Burkart</td>
<td>Recorded approval and small change on estimate table. Gave PIP its own line on estimate table.</td>
</tr>
<tr>
<td>1.9</td>
<td>10/6/11</td>
<td>Beth Burkart</td>
<td>Recorded revised estimate for QA – end to end testing.</td>
</tr>
<tr>
<td>1.10</td>
<td>10/24/11</td>
<td>Debbie Husary</td>
<td>Added additional instructions for KU file in section R0002, see highlighted yellow.</td>
</tr>
<tr>
<td>1.11</td>
<td>11/14/11</td>
<td>Debbie Husary</td>
<td>Added Bargaining Unit Exceptions and removed the place holder.</td>
</tr>
<tr>
<td>1.12</td>
<td>11/28/11</td>
<td>Debbie Husary</td>
<td>Added Local Bargaining Unit</td>
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<td>Exceptions.</td>
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<td>----</td>
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<tr>
<td>1.13</td>
<td>12/1/11</td>
<td>Debbie Husary</td>
<td>Removed CX from section R0001.</td>
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