

ITS Business Requirements Document

SR83525 - 2012 Qualified Transportation Benefits Rate Changes

Payroll

Created on: 10/20/2011

Last Modified on: 11/8/2011

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1 Business Need Section

1.1 Objective:

To adjust the rates for qualified parking and qualified transportation for tax year 2012.

1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable: PPS_RSCH-260

1.3 Project Type:

➤ Other
System Parameter Table Changes

1.4 System

➤ PPS
Additional System Information:

1.5 Requested by:

Marcia Johnson – Payroll Coordination and Tax Services

1.6 Implementation Deadline:

1.6.1 Urgency

➤ Date Mandated
Additional Urgency Information:

1.6.2 Deadline Information

The 2012 Tax-year transactions must be applied to the control tables in the following timeframe:

- After the last compute for December 2011 earnings paid in December and the freeze of the EDB and CTL databases for year-end tax reporting
- Before the Calendar Year Periodic Maintenance to begin the new calendar (tax) year and Quarter 1.

1.7 Statement of Business Need:

Per IR – 2011 – 104, the Internal Revenue Service has changed the monthly limits for qualified transportation benefits exclusion for parking and transportation in a commuter highway vehicle and transit passes provided by an employer. The parking exclusion has been increased from \$230.00 to \$240.00. The commuter highway vehicle and transit pass exclusion increase has expired and reverts to \$125.00. These rate changes go into effect January 1, 2012.

1.8 Current Process:

N/A

1.9 Proposed Process

1.9.1 Proposed process from a functional perspective

Update the PPS Systems Parameters Table to reflect the the 2012 rate changes for parking (076 FED and 077 SWT) and the commuter vehicle and transit pass (078 FED and 079 SWT.)

1.9.2 Proposed changes to system inputs and outputs

N/A

1.10 Processing Considerations:

N/A

2 Scope and Estimate Section

2.1 Scope

➤ Small
Additional Scope Information:

2.2 Assumptions

- None

2.3 Overview of Changes

Table update only.

2.4 Estimate

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

Task	Estimated Work Hours/\$	Working Days*	New Estimate Based on Functional	New Estimate Based on Technical	Actuals After completion
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	Based on Business Needs		Requirements? (Enter new estimates if applicable)	Spec? (Enter new estimates if applicable)	
Requirements Gathering	0				
Technical Specification Preparation	0				
Mainframe Development	2 hours				
Web Development	0				
QA	Not needed				
User Acceptance Testing	1 hour				
Release Preparation	1 hour				
Installation in Production	10 hours	1 day			
Total	14 hours	2 days			

Costing: 13 hours * \$69/hour = \$897

* Estimate Notes:

- Working days may take into account productivity adjustments, overlap between phases, and multiple resources working on a phase at the same time. Working days do not include weekends.
- Requirements Gathering elapsed time allows time for document approval.
- Costs associated with estimated work hours are figured using an hourly cost of \$69 if a PAIII is assigned the task and \$84 if a PAIV is assigned.

2.5 Time Dependencies

None

2.6 Scope and Estimate Approval

2.6.1 Approval by ITS QA Manager

Version	Date	Name
1.0		N/A

2.6.2 Approval by ITS Programming Manager

Version	Date	Name
1.0	11/2/11	Bob Franks

2.6.3 Approval by Hosted Applications Manager

Version	Date	Name
1.0	11/2/11	Christopher Scott

2.6.4 Approval by Requesting Department Manager

Version	Date	Name
1.0	11/3/11	John Barrett

3 Functional Requirements Section

3.1 Overview of Modifications

System Parameter Table change only.

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

3.2 Control Table Updates

Req. ID	Requirement Type/Category	Requirement Description
R001	Control Table	Table 01 System Parameter Table. See attached UPAY form

3.2.1 UPAY559 Form



PAYROLL/PERSONNEL
SYSTEM PARAMETERS TABLE
 UPAY559 (R01/03) R1460

A/C/D 1	TBL. NO. 2 3	PARAM. NO. 4 6 8	VALUE 13 16 17	DESCRIPTION 36
C	01	076	240,0000	FED PARK RED LIMIT
C	01	077	240,0000	SWT PARK RED LIMIT
C	01	078	125,0000	FED VANPL/TRAN RED
C	01	079	125,0000	SWT VANPL/TRAN RED
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RETN: UNTIL ACTION TAKEN

PREPARED BY:	DATE	APPROVED BY:	DATE
<i>Marcio Johnson</i>	10/20/11	<i>John Burt</i>	10/26/11

3.3 Functional Requirements Approval

Version	Date	Name
1.0	11/3/11	John Barrett

4 Revision History

Version	Date	Name	Description
1.0	11/1/11	Marcia Johnson	Submitted via Issue Tracker.
1.1	11/1/11	Beth Burkart	Added UPAY form. QA not needed.
1.2	11/1/11	Maxine Gerber	Added scope and estimate
1.3	11/2/11	Beth Burkart	Added Chrstopher's estimate. Costing. Bob's approval.
1.4	11/4/11	Marcia Johnson	Updated deadline information.
1.5	11/8/11	Beth Burkart	Prepared for posting.