

ITS Business Requirements Document

SR83535 - 2012 403(b) and 457(b) Plan Elective Deferral Limits

Payroll

Created on: 10/26/2011

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1 Business Need Section

1.1 Objective:

Adjust the 403(b) and 457(b) elective deferral contribution limits for tax year 2012.

1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable: PPS_RSCH-258

1.3 Project Type:

➤ Other
System Parameter Table Updates

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 – 2011-03, the existing elective deferral contribution limits for 403(b) and 457(b) have changed. The new rates are effective 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 System Parameters Table with the 2012 403(b) and 457(b) plan elective deferral limits.

1.9.2 Proposed changes to system inputs and outputs

N/A

1.10 Processing Considerations:

None

2 Scope and Estimate Section

2.1 Scope

➤ Small
Additional Scope Information:

2.2 Assumptions

Table changes only.

2.3 Overview of Changes

This is only a change to the System Parameter table values.

2.4 Estimate

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

Task	Estimated Work Hours/\$ Based on Business Needs	Working Days*	New Estimate Based on Functional Requirements? (Enter new estimates if applicable)	New Estimate Based on Technical Spec? (Enter new estimates if applicable)	Actuals After completion
Requirements Gathering	2 hours				
Technical	Not Needed				

Specification Preparation					
Mainframe Development	2 hours				
Web Development	N/A				
QA	Not Needed				
User Acceptance Testing	1 hour				
Release Preparation	3 hours				
Installation in Production	10 hours	1 day			
Total	18 hours	2.5 days			

Costing: 17 hours * \$69/hour = \$1,173

* 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

This should go along with the other tax year updates.

Final requirements needed: lead time of 1 week.

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	11/9/11	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	11/8/11	John Barrett

3 Functional Requirements Section

3.1 Overview of Modifications

This is a change to the System Parameter Table data.

- Control Table Updates: System Parameter Table
- 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 UPAY Form



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

A/C/D	TBL. NO.	PARAM. NO.	VALUE	DESCRIPTION
1	2	3	4 6 8	13 16 17
C	01	019	17000.0000	403(B) MAC UNDER 50
C	01	020	22500.0000	403(B) MAC 50 PLUS
C	01	109	17000.0000	457(B) MAC UNDER 50
C	01	110	22500.0000	457(B) MAC 50 PLUS
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RETN: UNTIL ACTION TAKEN

PREPARED BY:	DATE	APPROVED BY:	DATE
<i>Maricio Johnson</i>	10/26/11	<i>John Smith</i>	10/26/11

3.3 Functional Requirements Approval

Version	Date	Name
1.0	11/8/11	John Barrett

4 Revision History

Version	Date	Name	Description
1.0	11/1/11	Marcia Johnson	Submitted through Issue Tracker
1.1	11/1/11	Beth Burkart	Updated BRD – added UPAY form. QA not needed per John B.
1.2	11/2/11	Beth Burkart	Christopher- estimate
1.3	11/4/11	Marcia Johnson	Updated deadline information.
1.4	11/8/11	Beth Burkart	Preparing to post – added John’s approval.
1.5	11/8/11	Peter Parker	Estimate TSD, development, and release preparation
1.6	11/9/11	Beth Burkart	Added Bob’s approval. Added Costing.