Table of Contents
1 Business Need Section........................................................................................................ 3
  1.1 Objective: .......................................................................................................................... 3
  1.2 Issue Tracker Reference ..................................................................................................... 3
  1.3 Project Type: ....................................................................................................................... 3
  1.4 System .................................................................................................................................. 3
  1.5 Requested by: ...................................................................................................................... 3
  1.6 Implementation Deadline: .................................................................................................. 3
    1.6.1 Urgency .......................................................................................................................... 3
    1.6.2 Deadline Information ...................................................................................................... 3
  1.7 Statement of Business Need: .............................................................................................. 4
  1.8 Current Process: .................................................................................................................. 4
  1.9 Proposed Process ................................................................................................................. 4
    1.9.1 Proposed process from a functional perspective .............................................................. 4
    1.9.2 Proposed changes to system inputs and outputs ............................................................... 4
  1.10 Processing Considerations: .............................................................................................. 4
2 Scope and Estimate Section ................................................................................................. 4
  2.1 Scope .................................................................................................................................... 4
  2.2 Assumptions ......................................................................................................................... 4
  2.3 Overview of Changes ........................................................................................................... 4
  2.4 Estimate ................................................................................................................................ 4
  2.5 Time Dependencies .............................................................................................................. 5
  2.6 Scope and Estimate Approval ............................................................................................. 5
    2.6.1 Approval by ITS QA Manager ....................................................................................... 5
    2.6.2 Approval by ITS Programming Manager ....................................................................... 5
    2.6.3 Approval by Hosted Applications Manager ................................................................. 5
    2.6.4 Approval by Requesting Department Manager ........................................................... 5
3 Functional Requirements Section ......................................................................................... 6
  3.1 Overview of Modifications ................................................................................................. 6
  3.2 Control Table Updates ......................................................................................................... 6
    3.2.1 UPAY Form .................................................................................................................... 7
  3.3 Functional Requirements Approval .................................................................................... 8
4 Revision History .................................................................................................................... 8
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

<table>
<thead>
<tr>
<th>Additional Scope Information:</th>
</tr>
</thead>
</table>

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.*

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Work Hours/$ Based on Business Needs</th>
<th>Working Days*</th>
<th>New Estimate Based on Functional Requirements? (Enter new estimates if applicable)</th>
<th>New Estimate Based on Technical Spec? (Enter new estimates if applicable)</th>
<th>Actuals After completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements Gathering</td>
<td>2 hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical</td>
<td>Not Needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specification Preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mainframe Development</td>
<td>2 hours</td>
<td></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>Not Needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>User Acceptance Testing</td>
<td>1 hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release Preparation</td>
<td>3 hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation in Production</td>
<td>10 hours</td>
<td>1 day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18 hours</strong></td>
<td><strong>2.5 days</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### 2.6.2 Approval by ITS Programming Manager

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>11/9/11</td>
<td>Bob Franks</td>
</tr>
</tbody>
</table>

#### 2.6.3 Approval by Hosted Applications Manager

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>11/2/11</td>
<td>Christopher Scott</td>
</tr>
</tbody>
</table>

#### 2.6.4 Approval by Requesting Department Manager

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>11/8/11</td>
<td>John Barrett</td>
</tr>
</tbody>
</table>
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

<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 01 System Parameter Table. See attached UPAY form.</td>
</tr>
</tbody>
</table>
### 3.2.1 UPAY Form

**PAYROLL/PERSONNEL**

**SYSTEM PARAMETERS TABLE**

UPAY559 (R01/03) R1460

<table>
<thead>
<tr>
<th>A/C/D</th>
<th>TBL. NO.</th>
<th>PARAM. NO.</th>
<th>VALUE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>01</td>
<td>019</td>
<td>0.000</td>
<td>403(B) MAC UNDER 50</td>
</tr>
<tr>
<td>C</td>
<td>01</td>
<td>020</td>
<td>0.000</td>
<td>403(B) MAC 50 PLUS</td>
</tr>
<tr>
<td>C</td>
<td>01</td>
<td>109</td>
<td>0.000</td>
<td>457(B) MAC UNDER 50</td>
</tr>
<tr>
<td>C</td>
<td>01</td>
<td>110</td>
<td>0.000</td>
<td>457(B) MAC 50 PLUS</td>
</tr>
</tbody>
</table>

**PREPARED BY:**

**DATE:**

**APPROVED BY:**

**DATE:**

RETN: UNTIL ACTION TAKEN

---

UC Office of the President  
SR83535  
Page 7 of 8
3.3 Functional Requirements Approval

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