ITS Business Requirements Document
SR83580 - UPTE Cap Increase

Payroll Coordination

Created on: 12/09/2011
Last Modified on: 01/12/2012
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1 Business Need Section

1.1 Objective:
Increase the UPTE caps for the Dues/Fee/CO deductions. This change affects the TX, RX, and HX units.

1.2 Issue Tracker Reference

| Corresponding Issue Tracker Number, if applicable: 284 |

1.3 Project Type:

- Enhancement

| Additional Project Type Information: |

1.4 System

- PPS

| Additional System Information: |

1.5 Requested by:
Karren Yun, Labor Relations

1.6 Implementation Deadline:

1.6.1 Urgency

- Date Mandated

| Additional Urgency Information: Increase is effective with January earnings. |

1.6.2 Deadline Information
Increase needs to be in place to affect the following pay cycles.

Monthly
Begin Date: January 1, 2012
End Date: January 31, 2012
Pay Date: February 1, 2012

Semi-Monthly
Begin Date: January 1, 2012
End Date: January 15, 2012
Pay Date: January 23, 2012

Biweekly
Begin Date: January 8, 2012
End Date: January 21, 2012
Pay Date: February 1, 2012

Statement of Business Need:

UPTE requested that the University increase the caps for Dues/Fee/CO Charities, effective with the January 2012 earnings.

1.6.3 Additional Background:

Provide additional background information if relevant to the problem statement or system solution.

1.6.4 Return on Investment

Contract provision; failure to comply could result in union grievances, unfair labor practices, or lawsuits.

1.7 Current Process:

For HX, the monthly Dues/Fee/CO caps are $55.00.
For RX and TX, the monthly Dues/Fee/CO caps are $50.00.

1.8 Proposed Process

1.8.1 Proposed process from a functional perspective

For HX, increase the monthly Dues/Fee/CO Charities caps from $55.00 to $60.00.
For RX and TX, increase the monthly Dues/Fee/CO Charities caps from $50.00 to $55.00.

UPTE deductions covering employees in the TX, RX, and HX units are maintained as Benefit Rates Table entries under the following Gross-to-Net numbers:

GTN 371 = “TX” unit dues
GTN 463 = “TX” unit agency fees
GTN 515, 516, 517 = “TX” unit charities
GTN 375 = “RX” unit dues
GTN 461 = “RX” unit agency fees
GTN 509, 510, 511 = “RX” unit charities
GTN 376 = “HX” unit dues
GTN 457 = “HX” unit agency fees
GTN 497, 498, 499 = “HX” unit charities
BRT transactions should be made available to the campuses electronically, as follows:

- BRT update transactions covering the TX, RX, and HX units should be provided to all campuses

1.8.2 Proposed changes to system inputs and outputs

None

1.9 Processing Considerations:

Describe the impacts of changes on downstream processes and applications. For example, there may be an impact to external interfaces.
2 Scope and Estimate Section

2.1 Scope

- Small

Additional Scope Information: Control table update (BRT)

2.2 Assumptions

- This is a table change only. No QA will be needed.
- UPAY712 will be provided with the BRT update transactions.

2.3 Overview of Changes

BRT update transactions will be created based on the UPAY712 form. These transactions will be applied through the normal control table update process (PPP004).

2.4 Estimate

<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>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Specification Preparation</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mainframe Development</td>
<td>4 hours</td>
<td>.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Development</td>
<td>Not Needed</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>
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<td></td>
<td></td>
</tr>
<tr>
<td>Release Preparation</td>
<td>2 hours</td>
<td>.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation in Production</td>
<td>10 hours</td>
<td>3 days</td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td>17 hours</td>
<td>4 days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Costing: 16 ITS hours * $69/hour = $1,104

* 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**

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>Not Needed</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>01/06/12</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>12/13/11</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>
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</tr>
</tbody>
</table>

3 **Functional Requirements Section**

3.1 **Overview of Modifications**

This will consist of a table update.

- Control Table Updates: BRT 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

<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 14 Benefits Rates Table (for entries except medical, dental, vision, and legal rates) See attached UPAY forms</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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</tr>
</tbody>
</table>

Notes:
- For example: 15% should be entered as 0015.0000.
- A percentage should be entered with the integer part to the left.
<table>
<thead>
<tr>
<th>Date</th>
<th>Effective Date</th>
<th>Payroll Code</th>
<th>Rate Amount</th>
<th>Code</th>
<th>Rate Amount</th>
<th>Code</th>
<th>Rate Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/11/10</td>
<td>2/1/10</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/11/10</td>
<td>2/1/10</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/11/10</td>
<td>2/1/10</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2/11/10</td>
<td>2/1/10</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/11/10</td>
<td>2/1/10</td>
<td>55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example, a 5% rate would be entered as 0.05 or 5000.00.

A percentage should be entered with the integer prior to the decimal.

UPAY12 (R1206) R174
FORMAT 001 & 002 & 003
GROSS-TO-NET RATES/AMOUNTS

 BENEFITS RATES TABLE
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>1/9/12</td>
<td>Jaime Espinoza</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>
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<td>1.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>12/13/11</td>
<td>Caroline Rider</td>
<td>Estimates</td>
</tr>
<tr>
<td>1.2</td>
<td>12/13/11</td>
<td>Beth Burkart</td>
<td>Christopher estimate.</td>
</tr>
<tr>
<td>1.3</td>
<td>12/15/11</td>
<td>Beth Burkart</td>
<td>Deleted unneeded functional requirements sections.</td>
</tr>
<tr>
<td>1.4</td>
<td>1/6/12</td>
<td>Beth Burkart</td>
<td>Bob’s approval</td>
</tr>
<tr>
<td>1.5</td>
<td>1/9/12</td>
<td>Beth Burkart</td>
<td>UPAYs into BRD. Jaime indicated his approval through Issue Tracker.</td>
</tr>
<tr>
<td>1.6</td>
<td>1/12/12</td>
<td>Jaime Espinoza</td>
<td>Corrected bargaining unit code in section 1.8.1</td>
</tr>
</tbody>
</table>