

ITS Business Requirements Document

SR83568 - CUE – Political Action Committee Program

Payroll Coordination

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1 Business Need Section

1.1 Objective:

Create a new deduction code to manage the processing of contributions to the CUE Political Action Contribution Program.

1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable: 277

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

➤ Urgent

Additional Urgency Information:

1.6.2 Deadline Information

Urgent, but the contract does not specify a particular date by which this must be in place.

1.7 Statement of Business Need:

To comply with the most recent contact between the University and the CUE, a new Political Action Contribution Program deduction must be created and made available to members of the CUE.

1.7.1 Return on Investment

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

1.8 Current Process:

Not applicable; however, similar programs exist for the BX, EX and SX units.

1.9 Proposed Process

1.9.1 Proposed process from a functional perspective

Create a new GTN to facilitate payroll deduction and reporting of contributions related to the Political Action Contribution (PAC) Program for CUE.

Enrollment/Deduction Requirements

- The CUE employee must be an active dues paying member to enroll in PAC.
- The PAC deduction must be a flat dollar amount and shall be deducted from the CUE employee's first paycheck of the month.
- The University will begin and/or discontinue the PAC deductions upon written verification of the CUE employee's deduction authorization from the CUE.

System messages should be issued when attempts are made to add a PAC deduction for an employee that does not qualify. Existing system message 08-398 (NO DUES DED; NOT ELIGIBLE FOR PAC) may be used when enforcing this rule.

System messages should be issued when an employee is no longer eligible to make PAC deductions; i.e., when the employee is no longer a dues paying member. Existing system message 08-399 (NO DUES DED; AUTO DE-ENROLLMENT OF PAC) may be used when enforcing this rule.

In addition to the attributes of the UPAY form, the following configuration must be in place for the new GTN:

- The "Show Earnings Indicator" must be set to 'N'.
- The "Charge Indicator" must be set to 'Y'.
- The "Union Agent" is CUE.

1.9.2 Proposed changes to system inputs and outputs

Modify the Standard Deduction Report. Add the new GTN to the CUE, CX segment.

Modify the Corporate Personnel System file. Add the new GTN to list of employee organization deductions.

1.10 Processing Considerations:

None

2 Scope and Estimate Section

2.1 Scope

➤ Medium
Additional Scope Information:

2.2 Assumptions

- The above statement “This provision is for regular recurring payroll deductions and shall not be used for onetime deductions.” is for documentation only. PPS will not enforce this.

2.3 Overview of Changes

The table update will be performed based on the UPAY form. In addition, an internal table of union-related GTNs will be modified to include the new GTN. This will cause the appropriate edits and reporting. Programs which use the internal table will be recompiled and tested.

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	4 hours	1 day			
Technical Specification Preparation	4 hours	1 day			
Mainframe Development	16 hours	2.5			
Web Development	n/a				
QA	20 hours	3 days			
User Acceptance Testing	4 hours	2 days			
Release Preparation	4 hours	.5 days			
Installation in Production	75 hours	5 days			
Total	127 hours	15 days			

Costing: (8 hours * \$84/hour) + (115 hours * \$69/hour) = \$8,607

* Estimate Notes:

- Requirements Gathering elapsed time allows time for document approval.

- 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.
- 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 3 weeks

2.6 Scope and Estimate Approval

2.6.1 Approval by ITS QA Manager

Version	Date	Name
1.0	12/14/11	Mary Ann Gohl

2.6.2 Approval by ITS Programming Manager

Version	Date	Name
1.0	12/8/11	Bob Franks

2.6.3 Approval by Hosted Applications Manager

Version	Date	Name
1.0	12/9/11	Christopher Scott

2.6.4 Approval by Requesting Department Manager

Version	Date	Name
1.0		

3 Functional Requirements Section

3.1 Overview of Modifications

- Control Table Updates: Table 02 Gross To Net Table
- EDB Maintenance: EDB maintenance should be modified to enable the validation of eligibility and automatic de-enrollment when no longer eligible.
- History (HDB, CDB) Process: None
- Compute Process: The PAC deduction shall be deducted from the CUE employee's first paycheck of the month.
- Distribution of Expense: None
- Consolidated Billing and Self-Billing: None
- Merit/Range/ATB Processes: None
- Other Processes: None
- One-time Processes: None
- Interface Files: Union Dues Interface, CPS Interface

- Other Tax Processing: None
- CICS Screen/Web Page Modifications: None
- Online Help Modifications: None
- Reporting and Notification: Union Dues report PPP4951
- Forms: None

3.2 Control Table Updates

Req. ID	Requirement Type/Category	Requirement Description
R001	Control Table	Table 02 Gross To Net Table A new Gross-to-net number, 373, is being assigned for the CUE Political Action Contribution. See UPAY form for GTN attributes.

3.3 EDB Maintenance

3.3.1 Validation Rules

Req. ID	Requirement Type/Category	Requirement Description
R002	Validation	The CUE employee must be an active dues paying member to enroll in PAC. <u>Validation Message:</u> System message 08-398 (NO DUES DED; NOT ELIGIBLE FOR PAC) should be issued when attempts are made to add a PAC deduction for an employee that does not qualify. Other message 12-398 applies to batch updates.

3.3.2 Derivations

Req. ID	Requirement Type/Category	Requirement Description
R003	Derivation	The system will de-enroll an employee from the deduction if the employee is no longer eligible. System message 08-399 (NO DUES DED; AUTO DE-ENROLLMENT OF PAC) should be issued when an employee is no longer eligible to make PAC deductions; i.e., when the employee is no longer a dues paying member. Other message 12-399 applies to batch updates.

3.4 Compute Process

Req. ID	Requirement Type/Category	Requirement Description
R004	Compute	No programming is required for the compute because the requirement is enabled by the GTN attributes. The PAC deduction must be a flat dollar amount and shall be deducted from the CUE employee's first paycheck of the month. Testing should be done to ensure that this requirement is met.

3.5 Interface Files

3.5.1 Corporate Interface Files

Req. ID	Requirement Type/Category	Requirement Description
R005	Interface File	CPS Interface File Modify the Corporate Personnel System file. The new GTN should appear on the BCS Deduction Record generated is program PPP713. This is enabled by the GTN attributes.

3.5.2 Union Files

Req. ID	Requirement Type/Category	Requirement Description
R006	Interface File	Union Dues File The union dues interface file from program PPP495 should include the new deduction.

3.6 Reporting and Notification

3.6.1 Stand-alone Reporting

Req. ID	Requirement Type/Category	Requirement Description
R007	Reporting	The PPP4951 report (STANDARD UNION DEDUCTION REPORT) should include the new deduction.

3.7 Functional Requirements Approval

Version	Date	Name
1.0	1/17/12	Shaun Ruiz

4 Revision History

Version	Date	Name	Description
1.0	12/6/11	Shaun Ruiz	Submitted through Issue Tracker.
1.1	12/6/11	Beth Burkart	Minor edits – added draft UPAY form
1.2	12/8/11	Maxine Gerber	Added scope & dev estimate.
1.3	12/8/11	Beth Burkart	Bob approved estimate.
1.4	12/9/11	Beth Burkart	Christopher's estimates.
1.5	12/12/11	Maxine Gerber	Added functional requirements.
1.6	12/13/11	Beth Burkart	Added QA estimate. Added batch messages.
1.7	12/14/11	Beth Burkart	Added Mary Ann's approval.
1.8	1/17/12	Shaun Ruiz	BRD updates per Issue Tracker
1.9	1/17/12	Beth Burkart	Added UAT estimate. Added Shaun's approval based on email from Jaime. Replaced UPAY with the new one that includes the conedit. Finalize for posting on web.
1.10	2/8/12	Beth Burkart	Replaced UPAY with corrected form.