

ITS Business Requirements Document

SR83617 - GTN Description Change and New GTN(C.N.A.)

Payroll

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1 Business Need Section

1.1 Objective:

Change the description of GTN 507 and create a new PAC deduction code in order to manage the processing of the California Nurses Association (CNA) Political Action Contribution Program.

1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable: 308
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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: Labor Relations has requested that the reconfiguration be done as soon as possible to avoid grievances and unfair labor practices.

1.6.2 Deadline Information.

Urgent.

1.7 Statement of Business Need:

To comply with most recent contract between the University of California and the CNA. A political Action Contribution program deduction must be established and made available to members of the CNA.

1.7.1 Additional Background: N/A

1.7.2 Return on Investment

Contract Provision. Failure to comply could result in union grievances, unfair labor practices or lawsuits.

1.8 Current Process:

Currently, GTN 507 carries the description, "P.A. EDU FND".

Currently there is no PAC deduction code to manage the processing of the CNA Political Action Contribution Program. However, similar programs exist for the BX, EX, SX and CX units.

1.9 Proposed Process

1.9.1 Proposed process from a functional perspective

Change the description of GTN 507 to "KOMEN FNDN N".

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

Enrollment/Deduction Requirements

- The employee represented by CNA 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 CNA covered employee's first paycheck of the month.
- The University will begin and/or discontinue the PAC deductions upon written verification of the CNA covered employee's deduction authorization from the CNA.

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 CNA.

1.9.2 Proposed changes to system inputs and outputs

Modify the Standard Deduction Report. Add the new GTN to the CNA, NX 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

➤ Small
Additional Scope Information:

2.2 Assumptions

- This change will be bundled for release with SR83568. The estimates below reflect only additional effort needed for this BRD.

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 (\$276)	1 day			
Technical Specification Preparation	1 hour (\$83)	.5 days			
Mainframe Development	2 hours (\$138)	.5 days			
Web Development	n/a				
QA	4 hours (\$276)	.5 days			
User Acceptance Testing	0 hours (no additional time; combined with CUE PAC UAT)	0 days			
Release Preparation	0 hours				
Installation in Production	10 hours (\$690)	2 days			

Total	21 hours (\$1463)	4 .5 days			

* 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

Version	Date	Name
1.0	02/01/12	Mary Ann Gohl

2.6.2 Approval by ITS Programming Manager

Version	Date	Name
1.0	1/27/12	Bob Franks

2.6.3 Approval by Hosted Applications Manager

Version	Date	Name
1.0	1/31/12	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:
- Compute Process: The PAC deduction shall be deducted from the CNA employee's first paycheck of the month.
- Distribution of Expense:
- Consolidated Billing and Self-Billing:

- Merit/Range/ATB Processes:
- Other Processes:
- One-time Processes:
- Interface Files: CPS Interface, Union Dues Interface
- Other Tax Processing
- CICS Screen/Web Page Modifications:
- Online Help Modifications:
- Reporting and Notification: Union Dues Report PPP4951
- Forms:

3.2 Control Table Updates

Req. ID	Requirement Type/Category	Requirement Description
R001	Control Table	<p>Table 02 Gross To Net Table</p> <p>A new Gross-to-net number, 366, is being assigned for the CNA Political Action Contribution. See UPAY form for GTN attributes.</p> <p>Change the description of GTN 507 to “KOMEN FNDN N”. See attached UPAY form.</p>

3.3 EDB Maintenance

3.3.1 Validation Rules

Req. ID	Requirement Type/Category	Requirement Description
R002	Validation	<p>The CNA employee must be an active dues paying member to enroll in PAC.</p> <p><u>Validation Message:</u></p> <p>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 who does not qualify. Other message 12-398 applies to batch updates.</p>

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.

Req. ID	Requirement Type/Category	Requirement Description
		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 CNA 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.

PREPARED BY: **JAME ESPINOZA** DATE: **2/7/12**
 AUTHORIZED BY: _____ DATE: **2/7/12**

PAYROLL/PERSONNEL
 GROSS-TO-NET TABLE
 UPAY545 (R01/11) R1965



C D	TABLE NO.	PRIORITY NUMBER	DEDUCTION NUMBER	DESCRIPTION	SCHEDULES	RELATED EMPLOY	BALANCES							LINK GTN	REDUCTION LINK	GROSS AMOUNT	DEDUCTION AMOUNT	NET AMOUNT	CON DEP	RETN IND
							1	2	3	4	5	6	7							
A	02		366	PA EDFO NX	11AYS	DM														
A	02																			
A	02																			

C D	TABLE NO.	PRIORITY NUMBER	DEDUCTION NUMBER	DESCRIPTION	SCHEDULES	RELATED EMPLOY	BALANCES							LINK GTN	REDUCTION LINK	GROSS AMOUNT	DEDUCTION AMOUNT	NET AMOUNT	CON DEP	RETN IND
							1	2	3	4	5	6	7							
A	02		507	KOMEN FNDN N																
A	02																			
A	02																			

BALANCE CODES
 E - Assume the deduction using a default balance
 F - Assume a 12-month year-to-date balance for the element
 P - Print a year-to-date balance on the check stub
 Q - Assume a quarter-to-date balance for the element
 S - Hold the deduction in advance if insufficient net pay
 U - Assume the balance indicated in a special processing file
 V - Assume a year-to-date balance for the element

BASE CODES
 B - Sick Leave
 C - Sick Leave
 S - Sick Leave
 W - Sick Leave
 G or blank - Regular Hours only
 H - Regular plus Overtime Hours
 P - Pay Extension Savings

BENEFIT TYPES
 A - AD LTD Ins.
 B - Medical Ins.
 C - Life Ins.
 D - Group Life Ins.
 E - Dependent Life Ins.
 F - EE Paid Disability Ins.

BENEFIT CODES
 0 - Dental Contribution
 1 - Life Insurance
 2 - Life Insurance - Reserved
 3 - Optical Contribution
 4 - Medical Ins.
 5 - Life Ins.
 6 - Dependent Life Ins.
 7 - EE Paid Disability Ins.

C.B. BEHAVIOR CODES
 1 - Irregular credit, do not deduct if not currently current
 2 - Irregular credit, do not deduct if not currently current
 3 - Irregular credit, do not deduct if not currently current

C.B. ELIGIBILITY
 blank - none required
 A - Full-time
 B - Part-time
 C - Temporary
 D - Seasonal
 E - Volunteer
 F - Non-employee
 G - Non-employee
 H - Non-employee
 I - Non-employee
 J - Non-employee
 K - Non-employee
 L - Non-employee
 M - Non-employee
 N - Non-employee
 O - Non-employee
 P - Non-employee
 Q - Non-employee
 R - Non-employee
 S - Non-employee
 T - Non-employee
 U - Non-employee
 V - Non-employee

EFFECTIVE DATE
 A - Then in advance
 B - Then in arrears
 C - Then in arrears
 D - Then in arrears
 E - Then in arrears
 F - Then in arrears
 G - Then in arrears
 H - Then in arrears
 I - Then in arrears
 J - Then in arrears
 K - Then in arrears
 L - Then in arrears
 M - Then in arrears
 N - Then in arrears
 O - Then in arrears
 P - Then in arrears
 Q - Then in arrears
 R - Then in arrears
 S - Then in arrears
 T - Then in arrears
 U - Then in arrears
 V - Then in arrears

GROUP CODES
 A - Insurance
 B - Insurance
 C - Insurance
 D - Insurance
 E - Insurance
 F - Insurance
 G - Insurance
 H - Insurance
 I - Insurance
 J - Insurance
 K - Insurance
 L - Insurance
 M - Insurance
 N - Insurance
 O - Insurance
 P - Insurance
 Q - Insurance
 R - Insurance
 S - Insurance
 T - Insurance
 U - Insurance
 V - Insurance

TYPE CODES
 B - Benefit
 C - Deduction
 D - Deduction
 E - Deduction
 F - Deduction
 G - Deduction
 H - Deduction
 I - Deduction
 J - Deduction
 K - Deduction
 L - Deduction
 M - Deduction
 N - Deduction
 O - Deduction
 P - Deduction
 Q - Deduction
 R - Deduction
 S - Deduction
 T - Deduction
 U - Deduction
 V - Deduction

USAGE CODES
 B - Paid amount from BRT
 C - Paid amount from BRT
 D - Paid amount from BRT
 E - Paid amount from BRT
 F - Paid amount from BRT
 G - Paid amount from BRT
 H - Paid amount from BRT
 I - Paid amount from BRT
 J - Paid amount from BRT
 K - Paid amount from BRT
 L - Paid amount from BRT
 M - Paid amount from BRT
 N - Paid amount from BRT
 O - Paid amount from BRT
 P - Paid amount from BRT
 Q - Paid amount from BRT
 R - Paid amount from BRT
 S - Paid amount from BRT
 T - Paid amount from BRT
 U - Paid amount from BRT
 V - Paid amount from BRT

DEPARTMENTAL PAIR INQUIRY INDICATOR
 Y - Display GTN Description
 blank - Display GTN Description
 N - Display "No. Title" for GTN Description

RETN ACCOUNTING UNTIL ACTION TAKEN

3.7 Functional Requirements Approval

Version	Date	Name
1.0	2/1/12	Jaime Espinoza

4 Revision History

Version	Date	Name	Description
1.0	1/24/12	Jaime Espinoza	Initial Draft
1.1	1/24/12	Maxine Gerber	Added dev estimate
1.2	1/25/12	Beth Burkart	Added UPAY Form. Added functional requirements.
1.3	1/31/12	Beth Burkart	Added Hosted estimate, Bob's approval. Added Maria's estimate.
1.4	2/1/12	Beth Burkart	Added QA Mgr approval. Added costing and Jaime's approval.
1.5	2/8/12	Beth Burkart	Replaced UPAY with corrected form.