

Business Requirements Document

SR83662 AFT – IX & LX Units – Dues/Fees Rate & Cap Changes

Information Technology Services

Office of the President

Document Information

Document Attributes	Information
ID	SR83662
Owner	Payroll Coordination and Tax Services
Author(s)	Jaime Espinoza
Contributor(s)	

Revision History

Version	Issue Date	Changes
1.0	3/20/12	Initial Version
1.1	4/9/12	B.Burkart – Added in UPAY forms provided by Jaime on Issue Tracker. Removed Assumptions and Constraints and Outstanding Items. Added functional requirements.
1.2	4/17/12	B. Burkart – replaced UPAY forms with revised.

Document Approvals

Role	Name	Signature	Date
Associate Vice President and System-wide Controller	Peggy Arrivas		
Manager-Payroll Coordinator	Shaun Ruiz	(approved via Issue Tracker)	4/10/12

Table of Contents

- 1 Overview4
- 2 Product/Solution Scope6
- 3 Business Services and Processes.....6
- 4 Business Rules.....6
- 5 Business Requirements.....6
- 6 Non-Functional Requirements.....7
- 7 External References7

1 Overview

Update the Dues, Fees and Cap rates for the IX and LX Units represented by the AFT.

1.1 Background

The AFT notified the University of their desire to increase the Dues/Fees for represented employees in the IX and LX Units. For both Dues and Fees, deduction percentage is to be increased from 1.35% to 1.5% of Total Gross. The AFT also requested that the Due/Fees Cap for represented employees in the IX and LX Units be increased from \$65.00 to \$75.00. These same changes apply to the CO charities. The increases are effective with May 2012 earnings. There are to be no changes to unrepresented/non-represented members.

1.2 Objectives

Implement changes in time to be effective with May 2012 earnings.

SM May 1-15 May 23, 2012

MO May 1-31 June 1, 2012

BW May 13-26 June 6, 2012

1.3 Related Projects & Dependencies

None.

Information Technology Services

Office of the President

1.4 Stakeholders

Acronym	Description	Role
*	Authorize	Has ultimate signing authority for any changes to the document
R	Responsible	Responsible for creating this document
A	Accountable	Accountable for accuracy of this document (e.g. project manager)
S	Supports	Provides supporting services in the production of this document
C	Consulted	Provides input
I	Informed	Must be informed of any changes

Name	Position	*	R	A	S	C	I
Shaun Ruiz	Payroll Coordinator	X			X	X	X
Jaime Espinoza	Analyst		X	X		X	X
Karren Yun	Labor Relation Manager				X	X	X
Jennifer Damico-Murphy	HR Manager						X

1.5 Proposed Strategy

The following GTNs will be updated as per the five attached UPAY712 forms.

GTN Number: Description:

163 AFT IX Dues
458 IX Agency Fee
500 IX Spina Bifida
501 IX Amnesty International
502 IX Rosenberg
378 AFT LX Dues
459 LX Agency Fee
503 LX Spina Bifida
504 LX Amnesty International
505 LX Rosenberg

1.6 Glossary

Term	Description
AFT	American Federation of Teachers
CO	Conscientious Objector
IX	Non-Senate Instructional (Lecturers)
LX	Librarian

2 Product/Solution Scope

N/A

3 Business Services and Processes

N/A

4 Business Rules

N/A

5 Business Requirements

5.1 User Requirements

N/A

5.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
R0001	Control Table	Update Benefits Rates table per the attached UPAY forms	H	

5.3 Reporting Requirements

N/A

6 Non-Functional Requirements

N/A

7 External References

N/A

Information Technology Services

Office of the President

UPAY712 forms



**BENEFITS RATES TABLE
GROSS-TO-NET RATES/AMOUNTS
FORMAT 001 & 002 & 003
UPAY712 (R12/06) R1744**

145

A/D	FORMAT	GTN NO	RATE/AMOUNT
1	2 3 4	6 7 9	10 11 12 13 14 15 16 17 18
	14	001	*
	14	001	*
	14	001	*
	14	001	*

A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 00015.0000.

A/D	FORMAT	GTN NO	RATE/AMOUNT	CAP
1	2 3 4	6 7 9	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
C	14	002	00001*5000	00075*0000
C	14	002	00001*5000	00075*0000
C	14	002	00001*5000	00075*0000
C	14	002	00001*5000	00075*0000
C	14	002	00001*5000	00075*0000

A/D	FORMAT	GTN NO	RATE/AMOUNT	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2 3 4	6 7 9	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54				
	14	003	*	*	*	*	*
	14	003	*	*	*	*	*
	14	003	*	*	*	*	*
	14	003	*	*	*	*	*

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65

PREPARED BY: SAITE ESPINOZA DATE: 3/20/12 APPROVED BY: [Signature] DATE: 4/4/12

RETENTION: ACCOUNTING- UNTIL ACTION TAKEN

Information Technology Services

Office of the President



**BENEFITS RATES TABLE
GROSS-TO-NET RATES/AMOUNTS
FORMAT 001 & 002 & 003
UPAY712 (R12/06) R1744**

245

A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 00015.0000.

A/D	FORMAT	GTN NO	RATE /AMOUNT
1	2 3 4	6 7 9	10, 18
14	001		*
14	001		*
14	001		*

BUC	R	S	D	EFFECTIVE DATE
61 62	E 63	H 64	C 65	MM DD YY 71

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7 9	10, 18 19, 27	27
C	14 002	502	00001 * 5000	00075 * 0000
C	14 002	378	00001 * 5000	00075 * 0000
C	14 002	459	00001 * 5000	00075 * 0000
C	14 002	503	00001 * 5000	00075 * 0000

BUC	R	S	D	EFFECTIVE DATE
61 62	E 63	H 64	C 65	MM DD YY 71
00				05 01 12
00				05 01 12
00				05 01 12

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2 3 4	6 7 9	10, 18 19, 27 28, 36 37, 45 46, 54	27	36 37	45 46	54
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*

BUC	R	S	D	EFFECTIVE DATE
61 62	E 63	H 64	C 65	MM DD YY 71

PREPARED BY: <i>SARME ESPINOZA</i>	DATE: <i>3/20/12</i>	APPROVED BY: <i>[Signature]</i>	DATE: <i>4/14/12</i>
---------------------------------------	-------------------------	------------------------------------	-------------------------

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN

Information Technology Services

Office of the President



BENEFITS RATES TABLE GROSS-TO-NET RATES/AMOUNTS FORMAT 001 & 002 & 003 UPAY712 (R12/06) R1744

A/D	FORMAT	GTN NO	RATE /AMOUNT
1	2	3	4
14	001		*
14	001		*
14	001		*
14	001		*

3 of 5

A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 00015.0000.

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2	3	4	5
14	002	505	00001 * 5000	00075 * 0000
14	002	504	00001 * 5000	00075 * 0000
14	002	163	00001 * 5000	00075 * 0000
14	002	458	00001 * 5000	00075 * 0000

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2	3	4	5	6	7	8
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65
				MM DD YY
				71

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65
00				05 01 12
00				05 01 12
IX	C			05 01 12
IX	C			05 01 12

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65
				MM DD YY
				71

PREPARED BY: JAIME R ESPINOZA DATE: 3/20/12 APPROVED BY: [Signature] DATE: 4/4/12

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN

Information Technology Services

Office of the President



**BENEFITS RATES TABLE
GROSS-TO-NET RATES/AMOUNTS
FORMAT 001 & 002 & 003
UPAY712 (R1206) R1744**

445

A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 00015.0000.

A/D	FORMAT	GTN NO	RATE /AMOUNT
1	2	3	4
14	001		*
14	001		*
14	001		*

BUC	R	S	D	EFFECTIVE DATE
61 62	E P C	H C C	U C C	MM DD YY
61 62	63	64	65	66 71

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2	3	4	5
14	002	500	00001 * 5000	00075 * 0000
14	002	501	00001 * 5000	00075 * 0000
14	002	502	00001 * 5000	00075 * 0000
14	002	378	00001 * 5000	00075 * 0000

BUC	R	S	D	EFFECTIVE DATE
61 62	E P C	H C C	U C C	MM DD YY
61 62	63	64	65	66 71
				050112
				050112
				050112

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2	3	4	5	6	7	8
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*

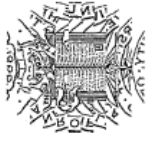
BUC	R	S	D	EFFECTIVE DATE
61 62	E P C	H C C	U C C	MM DD YY
61 62	63	64	65	66 71

PREPARED BY: SAIME R. ESPINOZA	DATE: 3/20/12	APPROVED BY: 	DATE: 4/4/12
--	-------------------------	------------------	------------------------

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN

Information Technology Services

Office of the President



**BENEFITS RATES TABLE
GROSS-TO-NET RATES/AMOUNTS
FORMAT 001 & 002 & 003
UPAY712 (R12/06) R1744**

A/D	FORMAT	GTN NO	RATE /AMOUNT
1	2	3	4
14	001		*
14	001		*
14	001		*
14	001		*

545

A percentage should be entered with the integers prior to the implied decimal; for example, 15% should be entered as 00015.0000.

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2	3	4	5
14	002	459	00001 *5000	00075 *0000
14	002	503	00001 *5000	00075 *0000
14	002	504	00001 *5000	00075 *0000
14	002	505	00001 *5000	00075 *0000

A/D	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2	3	4	5	6	7	8
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*
14	003		*	*	*	*	*

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65
LX	C			050112
LX	C			050112
LX	C			050112
LX	C			050112

BUC	R	S	D	EFFECTIVE DATE
61	62	63	64	65

PREPARED BY: SARIE R. ESPINOZA DATE: 3/20/12 APPROVED BY: [Signature] DATE: 3/14/12

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN