

ITS Business Requirements Document

SR 83547 - Add 3 new PAR Data Elements to FCPDST file – PPP713

Department ITS – Business Intelligence & Reporting

Created on: 11/09/2011

Last Modified on: 07/09/2012

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1 Business Need Section

1.1 Objective:

Modify the PPP713 program to include 3 additional data elements from the PAR to the FCPDST file. These data elements are:

- The Check date from the PAR. We want to know the date that was on the paycheck. Currently the FCPDST file for December includes some earnings with a pay period end date of December 31st which were actually paid in December, and some that were paid on January 2nd. We want to be able to distinguish those earnings which were paid in one tax year from those paid in the other tax year.
- The transaction code from the PAR. We want to know whether the transaction was retroactive pay, a funds transfer, a correction, etc.
- The full 30-character local campus FAU from the PAR

1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable: PPS_RSCH-264

1.3 Project Type:

➤ Enhancement

Additional Project Type Information:

1.4 System

➤ PPS

Additional System Information:

1.5 Requested by:

Karla Holmberg – ITS, Business Intelligence and Reporting unit

1.6 Implementation Deadline:

1.6.1 Urgency

➤ Date Mandated
Additional Urgency Information: The payroll release must be installed before July monthly reporting.

1.6.2 Deadline Information

Because this enhancement will increase the record length of the FCPDST file and programs which process the file must be modified, all campuses need to install the payroll release during the same month. Since CPS operates on a fiscal year basis, it is easiest to add new fields at the beginning of the new fiscal year. July is the first month of the fiscal year, so modifications to SR83547 need to be in place when the FCPDST file for July is created.

1.7 Statement of Business Need:

Institutional Research and several of the campuses would like to have additional PAR data available in order to improve the quality of reporting from the Decision Support System.

- 1) The Corporate FAU data (Loc 1, Loc2, Account, Fund, Sub-account) which is currently available on the FCPDST file is not detailed enough for campus reporting. Campuses need to be able to identify the local campus FAU that was charged for earnings and adjustments.
- 2) There is a general need to identify the date that earnings were paid, payments were canceled, etc. This is especially important when we need to distinguish the tax year for earnings included on the December FCPDST file.
- 3) We need to identify the type of transaction, such as an expense transfer, cancellation, retroactive pay, etc. in order to determine which transactions should be included in specific reports.

1.7.1 Additional Background:

The campus FAU is more detailed than the corporate FAU. In order for campuses to associate earnings data to their PPS systems or financial systems, they need to know the campus FAU.

1.7.2 Return on Investment

We can provide much more accurate reporting on earnings if we can identify certain types of transactions, such as fund transfers. We can provide more detailed reporting of W2 totals by type of pay if we know the specific date that a payment was actually made. Campuses will be more likely to use our Decision Support System rather than trying to compile data from a number of different sources if they can associate the payroll activity with their own local FAU's. All of these improvements have the potential to reduce the number of hours spent trying to create accurate reports, and they also have the potential to provide the University with information that will support better decision-making.

1.8 Current Process:

The FCPDST file is created on a monthly basis, containing data related to earnings paid during the applicable month.

1.9 Proposed Process

1.9.1 Proposed process from a functional perspective

Additional PAR data will be included on the FCPDST interface file.

1.9.2 Proposed changes to system inputs and outputs

Interface file PPSDST will include additional PAR data elements.

1.10 Processing Considerations:

Both CPS and DSS will require modifications to:

- input file record layouts
- edit processes
- update processes
- Note: the LCPRDS process for LBL will need to be modified to convert LBL's BCSEAR file to the new FCPDST layout.

2 Scope and Estimate Section

2.1 Scope

➤ Small
Additional Scope Information:

2.2 Assumptions

- A test file will be provided to the CPS team as part of QA testing.

2.3 Overview of Changes

Since the current layout for the CPS interface file doesn't have enough empty filler to accommodate the new fields, the record length will be expanded. Program PPP713 will be modified to add the additional data to the interface file.

2.4 Estimate – for PPS work

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	2 hours (\$138)	.5 days			
Technical Specification Preparation	1 hour (\$84)				
Mainframe Development	10 hours (\$690)	1.5 days			
Web Development	n/a				
QA	8 hours (\$552)	1.5 days			
User Acceptance Testing	DSS team: 24 hours (\$1656), CPS/CDW team: 40 hours (\$2760)	10 days each team: concurrent			
Release Preparation	2 hours (\$138)	.5 days			
Installation in Production	40 hours (\$2,760)	3 days			
Total	127 hours (\$8,778)	17 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 4 weeks

Note: CPS group would like the campuses to install the release after March 15th, if possible, due to resource constraints. They will need to make changes to CPS job streams to accommodate the new record layout

2.6 Scope and Estimate Approval

2.6.1 Approval by ITS QA Manager

Version	Date	Name
1.0	11/29/11	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	11/10/11	Christopher Scott

2.6.4 Approval by Requesting Department Manager

Version	Date	Name
1.0	3/2/12	Karla Holmberg

3 Functional Requirements Section

3.1 Overview of Modifications

Institutional Research and some representatives of several of the campuses would like to have several PAR data elements available in the Decision Support System which are not currently on the FCPDST file produced by the PPP713 program.

The additional data elements are:

- Check date
- Transaction code
- FAU

To allow for additional data elements to be added to the file in the future without expanding the size of the record, we would also like 22 positions of filler to be added to the end of the record, making the total record length 150.

- Control Table Updates: No modification
- EDB Maintenance: No modification
- History (HDB, CDB) Process: No modification
- Compute Process: No modification
- Distribution of Expense: No modification
- Consolidated Billing and Self-Billing: No modification
- Merit/Range/ATB Processes: No modification

- Other Processes: No modification
- One-time Processes: No modification
- Interface Files: FCPDST, produced by program PPP713
- Other Tax Processing: No modification
- CICS Screen/Web Page Modifications: No modification
- Online Help Modifications: No modification
- Reporting and Notification: No modification
- Forms: No modification

3.2 Interface Files

3.2.1 Corporate Interface Files

Req. ID	Requirement Type/Category	Requirement Description
R0001	Interface File	<p>CPS Interface File – FCPDST from PPP713</p> <p>Add the following fields from the PAR to end of record. This will require that the record length be expanded.</p> <p>Check date - yyyy/mm/dd format Transaction Code - 2 characters Earnings FAU – 30 characters Additional Filler - 22 positions of filler at end of record for total record length of 150</p> <p>See attached layout.</p>

**Corporate Personnel System (CPS) PPP713
As of SR83547-Add PAR data FCPDST
CPS Distribution Record Layout**

Position	Length/ Format	Field Description	Data Element #	Comments
1 – 2	2	Location		
3 – 11	9	Employee Identification Number		
12 – 13	2	Distribution Number	EDB2041 ¹	
14	1	UC Location 2		Value '1' or '2'
15	1	UC Location 3		
16 – 21	6	Account Number		
22 – 26	5	Fund Number		
27 – 28	2	Sub-Account Code		
29 – 30	2	Description of Service - CPS		From the DOS Table
31 – 36	6 yymmdd	Pay Period End Date		
37 – 40	4	Title Code		
41 – 50	10 nnnnn.nn or nnnnn.nnnn	Distribution Pay Rate	EDB2055	Hourly Rate: nnnnn.nnnn Pay Period Rate: nnnnn.nn
51 – 57	7 S9(5)V99	Gross Earnings		
58 – 62	5 S9(3)V99	Hours Paid		
63 – 67	5 S9V9(04)	Percent Time Distribution	EDB2052	
68	1	Rate Adjustment Indicator		
69	1	Distribution Rate Code	EDB2015	'H' for Hourly; 'A' for Salaried
70	1	HEERA Distribution Unit Code		
71 – 72	2	Pay Cycle	EDB2016	
73	1	Special Retirement Eligibility		
74 – 76	3	Description of Service Code	EDB2056	
77	1	Financial Aid Type		
78	1	SAU Code		
79	1 PIC S9(1)	UCRS Subject Gross Indicator		From the DOS Table
80	1	DOS Payment Category		From the DOS Table
81	1	DOS Type Hours		From the DOS Table
82 – 86	5 S9V9(04)	Prorated Derived Percent Time		
87-96	yyyy/mm/dd	Check Date		From PAR
97-98	2	Earnings Transaction Code		From PAR
99-128	30	Full FAU		From PAR
129-150	22	FILLER		Blanks

¹ Data is retrieved from the Payroll Audit Record (PAR) file. EDB data element numbers are shown for reference only.

3.3 Functional Requirements Approval

Version	Date	Name
1.0	3/2/12	Karla Holmberg

4 Revision History

Version	Date	Name	Description
1.0	11/9/11	Karla Holmberg	initial draft
1.1	11/10/11	Maxine Gerber	added scope & estimate Removed unneeded sections of requirements.
1.2	11/10/11	Beth Burkart	Added Christopher's estimate.
1.3	11/29/11	Beth Burkart	Added QA estimate.
1.4	12/8/11	Beth Burkart	Bob approved estimate.
1.5	1/11/12	Beth Burkart	UAT estimates.
1.6	3/2/12	Beth Burkart	Added Karla's approval; removed watermark for posting.
1.7	3/6/12	Beth Burkart	Added layout to BRD
1.8	7/9/12	Karla Holmberg	Modified Urgency and Deadline information.