

ITS Business Requirements Document

SR 83697 Modify BCS Deduction File to Include all Gross-to-Net Group Codes – PPP713

Department ITS – Business Intelligence & Reporting

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1 Business Need Section

1.1 Objective:

Modify the PPP713 program to include all GTN Group codes in the selection criteria for the BCSDDED extract file. Currently only three GTN Group Codes are included: T- Tax, R - Retirement, M - Miscellaneous deduction.

We would like the selection criteria to be modified to include the other two GTN Group Codes:

- I - Insurance
- U - Union Dues

1.2 Project Type:

➤ Enhancement
Additional Project Type Information:

1.3 System

➤ PPS
Additional System Information:

1.4 Requested by:

Karla Holmberg – ITS, Business Intelligence and Reporting unit

1.5 Implementation Deadline:

1.5.1 Urgency

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

1.5.2 Deadline Information

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 (bundled with this SR) need to be in place when the FCPDST file for July is created.

1.6 Statement of Business Need:

Institutional Research and several of the departments who will be using the Decision Support System, such as Human Resources, would like to have deductions data available in order to improve the quality of reporting from the Decision Support System. Union Dues and Insurance deductions data are especially useful to many of these users.

Currently available data is not up-to-date or detailed enough to support all of the reporting that users would like from the Decision Support System. Some examples:

1. The FCPEMP file (PPP711) contains up to 4 employee organization-related GTN numbers, which are loaded into the Corporate Personnel System (CPS) and the Corporate Data Warehouse (CDW).

Shortcomings of this data include:

- There may be more than 4 GTN records related to collective bargaining for a given employee during a given month; only 4 will be included on this interface.
- The CPS system contains a table which includes further information about these GTN numbers, such as the Deduction Type code (dues, Fair Share, PAC, etc.), the Agent Flag (certified or not certified), and the Employee Organization Name. This data is maintained by the CPS system as an Employee Organization table, and may not always be current since it is not coming directly from the PPS GTN table.

Note: The Labor data mart that BI&R maintains for Human Resources Labor Relations, using data from the Union Deduction file (PPP495), gets the GTN description from the CPS Employee Organization table.

2. There is currently no data on any CPS interface which contains detail on actual employee contributions towards benefits, other than Health and Dependent FSA, for which an Annual amount and YTD amount is reported on the FCPEMP (PPP711) file.

HR ISS occasionally has a need to report on detail deduction data for a particular period of time in order to conduct benefits analysis, and the data is currently not available.

1.6.1 Return on Investment

We can provide more useful data for analysis of benefits and of collective bargaining dues and other related deductions if we have details on actual deductions related to these areas. Currently staff are either unable to provide certain types of analyses, or they use the data that is available but not optimal for their purposes. 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.

1.7 Current Process:

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

1.8 Proposed Process

No change.

1.8.1 Proposed process from a functional perspective

Additional records will be included on the BCSDDED interface file.

1.8.2 Proposed changes to system inputs and outputs

1.9 Processing Considerations:

Both CPS and DSS will need to handle a significant increase in the number of records on the BCS Deduction file, but no change in layout.

2 Functional Requirements Section

2.1 Overview of Modifications

Institutional Research and several of the departments who will be using the Decision Support System, such as Human Resources, need to have deductions data available in order to improve the quality of reporting from the Decision Support System. The PPP713 program currently only selects three GTN Group codes from the GTN table: T- Tax, R - Retirement, M - Miscellaneous deduction.

We would like the selection criteria to be modified to include the other two GTN Group Codes:

- I - Insurance
- U - Union Dues

These two deduction groups are especially useful for Human Resources, as they relate to collective bargaining and benefits.

2.2 Control Table Updates

No control table updates required.

2.3 EDB Maintenance

2.3.1 Validation Rules

No modifications to validation rules.

2.3.2 Derivations

No modifications to derivations.

2.3.3 EDB Update transactions from UCOP/IVR

Not applicable.

2.3.4 Periodic Maintenance

No modifications to periodic maintenance.

2.4 History (HDB, CDB) Maintenance

Not applicable.

2.5 Compute Process

Not applicable

2.6 Distribution of Expense

Not applicable.

2.7 Consolidated Billing and Self-Billing

Not applicable.

2.8 Merit/Range/ATB Processes

Not applicable.

2.9 Related Applications

Not applicable.

2.10 One-time Processes

Not applicable

2.11 Interface Files

2.11.1 Corporate Interface Files

Req. ID	Requirement Type/Category	Requirement Description
R0001	Interface File	BCS Deduction File – BCSDDED from PPP713 Modify selection criteria to include all GTN group codes: this means adding “I” and “U” to the selection.

2.12 Functional Requirements Approval

Version	Date	Name
1.0		

3 Revision History

Version	Date	Name	Description
1.0	6/6/12	Beth Burkart	Removed unneeded sections.
1.1	6/8/12	Beth Burkart	Regenerated TOC, just in case...
1.2	7/9/12	Karla Holmberg	Modified Urgency and Deadline information.