

# **Business Requirements Document**

**SR83749 – BX Fair Share Increase**

# Information Technology Services

Office of the President

## Document Information

Document Attributes	Information
ID	SR83749
Owner	Payroll Coordination
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## Revision History

Version	Issue Date	Changes
1.0	8/2/12	Initial Draft
1.1	8/3/12	B. Burkart – added UPAY forms, functional requ.
1.2	8/3/12	Change PPED in section 1.3
1.3	8/6/12	B. Burkart – deleted unneeded sections
1.4	8/7/12	Update section 1.5

## Document Approvals

Role	Name	Signature	Date
Associate Vice President & Systemwide Controller	Peggy Arrivas		

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## 1 Overview

Increase BX Fair Share Fee and Conscientious Objectors charity deduction amount.

### 1.1 Background

On July 24, 2012, UAW Local 5810 noticed the University to increase the Fair Share Fee payroll deduction amount from 0.85% to 0.92% for the covered BX Unit. This increase also applies to the “Conscientious Objectors” (CO) charity deductions.

### 1.2 Objectives

To increase the Fair Share Fee and Conscientious Objectors payroll deduction amount from 0.85% to 0.92% for the covered BX Unit.

### 1.3 Related Projects & Dependencies

Updates must be fully implemented to effect first pay period beginning with August 2012 earnings. (i.e. BW pay period 8/5/12 – 8/18/12, paid August 29, 2012.).

### 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

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Name	Position	*	R	A	S	C	I
Shaun Ruiz	Payroll Coordinator	X			X	X	X
Jaime Espinoza	Principal Analyst		X	X			X
Karren Yun	Labor Relations Manager					X	X
Elizabeth Burkart	Programmer Analyst - ITS				X		X

## 1.5 Proposed Strategy

Effective with the first pay cycle beginning with August 2012 earnings, agency fees and related charitable deductions are to be based on a rate of .92%. The following GTNs will be updated as per the two attached UPAY712 forms.

### GTN Number: Description

- 474 (BX AGENCY FEE)
- 558 AMER CNCR SO
- 559 HABITAT
- 560 (OXFAM)

## 1.6 Glossary

Term	Description
BX	Academic Student Employees Bargaining Unit
UAW	International Union, United Automobile, Aerospace & Agricultural Implement Workers of America
CO	Conscientious Objectors
GTN	Gross To Net

## 2 Product/Solution Scope

*Control table updates*

### 2.1 Included in Scope

*Benefits Rates Table updates*

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## 2.2 Excluded from Scope

None

## 2.3 Assumptions & Constraints

None

## 2.4 Outstanding Items

None

## 3 Business Services and Processes

N/A

## 4 Business Rules

N/A

## 5 Business Requirements

< Describes a high level need originating from the business that the product or solution must fulfill >

### 5.1 User Requirements

N/A

### 5.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
<b>R0001</b>	Control Table Updates	Updates to Benefits Rates Table per the attached UPAY forms	H	

## **6 Non-Functional Requirements**

**N/A**

## **7 External References**

**N/A**

1 of 2

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

(Updated 05/2012 to remove unused Effective Date field)



A/C/D	1	2	3	4	6	7	9	10	11	18
FORMAT	GTN NO	RATE / AMOUNT								
	14	001						*		
	14	001						*		
	14	001						*		
	14	001						*		

A/C/D	1	2	3	4	6	7	9	10	11	18	19	27
FORMAT	GTN NO	RATE / AMOUNT									CAP	
C	14	002	474					00000	* 9200		99999	* 99999
C	14	002	474					00000	* 9200		99999	* 99999
C	14	002	558					00000	* 9200		99999	* 99999
C	14	002	558					00000	* 9200		99999	* 99999

A/C/D	1	2	3	4	6	7	9	10	11	18	19	27	28	36	37	45	46	54	
FORMAT	GTN NO	RATE / AMOUNT									CAP		DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT				
	14	003						*			*		27	28	36	37	45	46	54
	14	003						*			*				*	*	*	*	*
	14	003						*			*				*	*	*	*	*
	14	003						*			*				*	*	*	*	*

BUC	R	S	D
E	H	U	
P	C	C	
61	62	63	64

BUC	R	S	D
E	H	U	
P	C	C	
61	62	63	64
00			
0X	C		
00			
0X	C		

BUC	R	S	D
E	H	U	
P	C	C	
61	62	63	64

- Important Notes:**
- Percentage values must be entered with the integer values positioned in front of the asterisk (\*), which is preprinted on the form and represents an implied decimal, for example, 15% would be entered as 00015\*00000.
  - When a rate change is being applied in the "002" and "003" formats, a value in the CAP field is required, even when the CAP value does not change. Leaving the CAP field blank will cause the existing CAP field value to be zeroed out.
  - Format 002 must be used when the Calculation Routine for the GTN is 15; if the deduction has no cap, enter all 9s for the cap. Format 001 can be used when there is no Calculation Routine.

PREPARED BY: JAIME ESPINOZA DATE: 8/2/12

APPROVED BY: [Signature] DATE: 8/2/12

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

(Updated 05/2012 to remove unused Effective Date field)



A/C/D	1	2	3	4	6	7	9	10	RATE / AMOUNT
		14	001					*	
		14	001					*	
		14	001					*	
		14	001					*	

A/C/D	1	2	3	4	6	7	9	10	RATE / AMOUNT	CAP
C		14	002			559		00000	* 9200	99999 * 9999
C		14	002			559		00000	* 9200	99999 * 9999
C		14	002			560		00000	* 9200	99999 * 9999
C		14	002			560		00000	* 9200	99999 * 9999

A/C/D	1	2	3	4	6	7	9	10	RATE / AMOUNT	CAP	DEDUCTION PERCENT	REDUCED REDUCTION AMOUNT	THRESHOLD PERCENT
		14	003					*		*	3637	4546	54
		14	003					*		*	*	*	*
		14	003					*		*	*	*	*
		14	003					*		*	*	*	*

BUC	61	62	63	64	65

BUC	61	62	63	64	65
	00				
	0X				
	00				
	0X				

BUC	61	62	63	64	65

- Important Notes:**
- Percentage values must be entered with the integer values positioned in front of the asterisk (\*), which is preprinted on the form and represents an implied decimal; for example, 15% would be entered as 00015\*0000.
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