

# **Business Requirements Document Template**

***SR83759 - Update PPS Foreign Country Code Table for 2012***

# Information Technology Services

Office of the President

## Document Information

Document Attributes	Information
ID	SR83759
Owner	Payroll Coordination and Tax Services
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## Revision History

Version	Issue Date	Changes
1 <sup>st</sup> draft	08/23/2012	
1.1	09/12/2012	Beth Burkart – removed unneeded sections of BRD; added UPAY form.
1.2	09/13/2012	Changed year for AYSO request to 2012.

## Document Approvals

Role	Name	Signature	Date
Controller	Peggy Arrivas		

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## 1 Overview

Update the PPS Foreign Country Code Table with changes from the Social Security Administration 2012 Specifications for filing Forms W-2 Electronically (EW2).

### 1.1 Background

Any changes to the Foreign Country Code Table must be made in time for year-end processes.

### 1.2 Objectives

Update the Foreign Country Code Table for 2012 year-end processes as follows:

Add code OD – South Sudan

Change code UC - Curaco to Curacao

Change Code TT – Timore-Leste to Timor-Leste

These changes must be implemented in time for campuses to install prior to tax reporting for calendar year 2012.

### 1.3 Related Projects & Dependencies

SR83752 – 2012 W-2 Changes

SR83753 – 2012 1042-S Changes

SR83758 - Modify AYSO Form W-2 for Tax Year 2012

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## 1.4 Stakeholders

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

Name	Position	*	R	A	S	C	I
<b>Marcia Johnson</b>	Sr. Administrative Analyst		X	X			
<b>John Barrett</b>	Director						X
<b>Peggy Arrivas</b>		X					

## 1.5 Proposed Strategy

N/A

## 1.6 Glossary

Term	Description

## 2 Product/Solution Scope

N/A

### 2.1 Included in Scope

Changes to PPS Foreign Country Table (control table).

### 2.2 Excluded from Scope

### 2.3 Assumptions & Constraints

< This subsection lists predefined requirements and conditions >

ID	Assumption / Constraint

### 2.4 Outstanding Items

ID	Description

## 3 Business Services and Processes

N/A

## 4 Business Rules

N/A

## 5 Business Requirements

Update the Foreign Country Code Table for 2012 yearend processes as follows:

Add code OD – South Sudan

Change code UC - Curaco to Curacao

Change Code TT – Timore-Leste to Timor-Leste

### 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 Update	Update Foreign Country Code Table 28	M	

## **5.3 Reporting Requirements**

N/A

## **6 Non-Functional Requirements**

N/A

## **7 External References**

N/A



