

Business Requirements Document

SR83961 AFT – IX & LX Units – Fees & CO Cap Increase

Information Technology Services

Office of the President

Document Information

| Document Attributes | Information |
|---------------------|----------------------|
| ID | SR83961 |
| Owner | Payroll Coordination |
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Revision History

| Version | Issue Date | Changes |
|---------|------------|--------------------------------|
| 1.0 | 7/17/13 | Initial Draft |
| 1.1 | 7/29/13 | B. Burkart – added UPAY forms. |

Document Approvals

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

Table of Contents

| | | |
|---|---------------------------------------|---|
| 1 | Overview | 4 |
| 2 | Product/Solution Scope | 6 |
| 3 | Business Services and Processes | 6 |
| 4 | Business Rules | 7 |
| 5 | Business Requirements | 7 |
| 6 | Non-Functional Requirements | 7 |
| 7 | External References | 7 |

1 Overview

The Fees & Conscientious Objector (CO) Cap for the IX and LX Units represented by the AFT is to be updated effective with August 2013 earnings.

1.1 Background

The AFT notified the University of their desire to increase the Fees & CO Cap for represented employees in the IX and LX Units from \$75.00 to \$85.00. The increase is effective with August 2013 earnings.

1.2 Objective

Update the Fees & CO Cap to \$85.00 for the IX and LX Units represented by the AFT.

1.3 Related Projects & Dependencies

Implement changes in time to be effective with August 2013 earnings paid on the following cycles:

- BW August 4-17, 2013 Paid August 28, 2013
- MO August 1-31, 2013 Paid August 30, 2013
- MA August 1-31, 2013 Paid September 6, 2013

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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 |
| Jaime Espinoza | Business Systems Analyst | | X | X | | | X |
| Karren Yun | Labor Relations Manager | | | | | X | X |
| Beth Burkart | Programmer Analyst-ITS | | | | X | X | X |

1.5 Proposed Strategy

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

GTN Number: Description:

458 IX Agency Fee
 500 IX Spina Bifida
 501 IX Amnesty International
 502 IX Rosenberg
 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 |
| GTN | Gross to Net |
| MO | Monthly |
| MA | Monthly Arrears |
| BW | BiWeekly |

2 Product/Solution Scope

<This information can be referenced from the Project Charter>

2.1 Included in Scope

Benefits Rates Table Updates.

2.2 Excluded from Scope

< This section is a brief description of the business areas and services not covered by the product or solution>

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

5.1 User Requirements

| Req ID | Requirement Type | Requirement Description | Priority [L/M/H] | Comments |
|--------|------------------|-------------------------|------------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5.2 Functional Requirements

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

6 Non-Functional Requirements

N/A

7 External References

N/A



**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)

1 of 4

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.

- 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.

| ACCD | FORMAT | GTN NO | RATE /AMOUNT | CAP |
|------|----------------------|--------|--------------|-----|
| 1 | 2 3 4 6 7 9 10 11 18 | | * | |
| | 14 001 | | * | |
| | 14 001 | | * | |
| | 14 001 | | * | |
| | 14 001 | | * | |

| BU C | R | S | D |
|-------|----------|---------|---------|
| 61 62 | E P C C | S H C C | D U C C |
| | 63 64 65 | | |

| ACCD | FORMAT | GTN NO | RATE /AMOUNT | CAP |
|------|----------------------|--------|--------------|--------------|
| 1 | 2 3 4 6 7 9 10 11 18 | | * | |
| C | 14 002 | 45B | * | 00085 * 0000 |
| C | 14 002 | 500 | * | 00085 * 0000 |
| C | 14 002 | 501 | * | 00085 * 0000 |
| C | 14 002 | 502 | * | 00085 * 0000 |

| BU C | R | S | D |
|-------|----------|---------|---------|
| 61 62 | E P C C | S H C C | D U C C |
| | 63 64 65 | | |

| ACCD | FORMAT | GTN NO | RATE /AMOUNT | CAP | DEDUCTION PERCENT | REDUCED DEDUCTION AMOUNT | THRESHOLD PERCENT |
|------|----------------------|--------|--------------|-----|-------------------|--------------------------|-------------------|
| 1 | 2 3 4 6 7 9 10 11 18 | | * | | | | |
| | 14 003 | | * | | * | * | * |
| | 14 003 | | * | | * | * | * |
| | 14 003 | | * | | * | * | * |
| | 14 003 | | * | | * | * | * |

| BU C | R | S | D |
|-------|----------|---------|---------|
| 61 62 | E P C C | S H C C | D U C C |
| | 63 64 65 | | |

PREPARED BY: JANE ESPINOZA DATE: 7/17/13 APPROVED BY: [Signature] DATE: 7/23/13

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN



**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)

244

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.

- 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.

| ACCD | FORMAT | GTN NO | RATE /AMOUNT | CAP |
|------|--------|--------|--------------|-------|
| 1 | 2 3 4 | 6 7 | 9 10 | 18 19 |
| | 14 | 001 | * | * |
| | 14 | 001 | * | * |
| | 14 | 001 | * | * |

| ACCD | FORMAT | GTN NO | RATE /AMOUNT | CAP |
|------|--------|--------|--------------|---------------|
| 1 | 2 3 4 | 6 7 | 9 10 | 18 19 |
| | 14 | 002 | 458 * | 00085 * 00000 |
| | 14 | 002 | S00 * | 00085 * 00000 |
| | 14 | 002 | S01 * | 00085 * 00000 |
| | 14 | 002 | S02 * | 00085 * 00000 |

| ACCD | FORMAT | GTN NO | RATE /AMOUNT | CAP | DEDUCTION PERCENT | REVISED DEDUCTION AMOUNT | THRESHOLD PERCENT |
|------|--------|--------|--------------|-------|-------------------|--------------------------|-------------------|
| 1 | 2 3 4 | 6 7 | 9 10 | 18 19 | 28 | 36 37 | 45 46 |
| | 14 | 003 | * | * | * | * | * |
| | 14 | 003 | * | * | * | * | * |
| | 14 | 003 | * | * | * | * | * |
| | 14 | 003 | * | * | * | * | * |

| | | | |
|-------|----|----|----|
| BUC | R | S | D |
| 61 62 | E | H | U |
| | P | C | C |
| | 63 | 64 | 65 |

| | | | |
|-------|----|----|----|
| BUC | R | S | D |
| 61 62 | E | H | U |
| | P | C | C |
| | 63 | 64 | 65 |
| | IX | | |
| | IX | | |
| | IX | | |

| | | | |
|-------|----|----|----|
| BUC | R | S | D |
| 61 62 | E | H | U |
| | P | C | C |
| | 63 | 64 | 65 |

PREPARED BY: Saima Espinoza DATE: 7/17/13 APPROVED BY: [Signature] DATE: 7/23/13

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN



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)

3 of 4

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 0015*0000.
- 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.

| ACID | FORMAT | GTN NO | RATE /AMOUNT |
|------|----------------|--------|--------------|
| 1 | 2 3 4 6 7 9 10 | | 1 8 |
| | 14 001 | | * |
| | 14 001 | | * |
| | 14 001 | | * |
| | 14 001 | | * |

| ACID | FORMAT | GTN NO | RATE /AMOUNT | CAP |
|------|----------------|--------|--------------|--------------|
| 1 | 2 3 4 6 7 9 10 | | 1 8 | 1 9 2 7 |
| C | 14 002 | 459 | * | 00085 * 0000 |
| C | 14 002 | 503 | * | 00085 * 0000 |
| C | 14 002 | 504 | * | 00085 * 0000 |
| C | 14 002 | 505 | * | 00085 * 0000 |

| ACID | FORMAT | GTN NO | RATE /AMOUNT | CAP | DEDUCTION PERCENT | REDUCED DEDUCTION AMOUNT | THRESHOLD PERCENT |
|------|----------------|--------|--------------|---------|-------------------|--------------------------|-------------------|
| 1 | 2 3 4 6 7 9 10 | | 1 8 | 1 9 2 7 | 3 6 3 7 | 4 5 4 6 | 5 4 |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |

| BUC | R | S | D |
|-------|-------|-------|----|
| 61 62 | E H U | P C C | |
| 63 | RA | RA | RA |

| BUC | R | S | D |
|-------|-------|-------|----|
| 61 62 | E H U | P C C | |
| 63 | RA | RA | RA |

| BUC | R | S | D |
|-------|-------|-------|----|
| 61 62 | E H U | P C C | |
| 63 | RA | RA | RA |

PREPARED BY: Saima Espinosa DATE: 7/13/13 APPROVED BY: [Signature] DATE: 7/23/13

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN



**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)

4 of 4

| ACID | FORMAT | GTN NO | RATE /AMOUNT |
|------|--------|----------|--------------|
| 1 | 2 3 4 | 6 7 9 10 | 1 8 |
| | 14 001 | | * |
| | 14 001 | | * |
| | 14 001 | | * |
| | 14 001 | | * |
| | 14 001 | | * |

- 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.

| BUC | R | S | D |
|-------|--------------------------|--------------|---|
| 61 62 | E <td>H <td>U</td> </td> | H <td>U</td> | U |
| | P <td>C <td>C</td> </td> | C <td>C</td> | C |
| | | | |
| | | | |

| ACID | FORMAT | GTN NO | RATE /AMOUNT | CAP |
|------|--------|----------|--------------|--------------|
| 1 | 2 3 4 | 6 7 9 10 | 1 8 | 19 27 |
| | 14 002 | | * | 00085 * 0000 |
| | 14 002 | | * | 00085 * 0000 |
| | 14 002 | | * | 00085 * 0000 |
| | 14 002 | | * | 00085 * 0000 |
| | 14 002 | | * | 00085 * 0000 |

- 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.

| BUC | R | S | D |
|-------|--------------------------|--------------|---|
| 61 62 | E <td>H <td>U</td> </td> | H <td>U</td> | U |
| | P <td>C <td>C</td> </td> | C <td>C</td> | C |
| | | | |
| | | | |

| ACID | FORMAT | GTN NO | RATE /AMOUNT | CAP | DEDUCTION PERCENT | REDUCED DEDUCTION AMOUNT | THRESHOLD PERCENT |
|------|--------|----------|--------------|-------|-------------------|--------------------------|-------------------|
| 1 | 2 3 4 | 6 7 9 10 | 1 8 | 19 27 | 2 8 | 3 6 3 7 | 4 5 4 6 |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |
| | 14 003 | | * | * | * | * | * |

| BUC | R | S | D |
|-------|--------------------------|--------------|---|
| 61 62 | E <td>H <td>U</td> </td> | H <td>U</td> | U |
| | P <td>C <td>C</td> </td> | C <td>C</td> | C |
| | | | |
| | | | |

PREPARED BY: Saima P. Espinoza DATE: 2/17/13 APPROVED BY: [Signature] DATE: 2/23/13

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN