

# **Business Requirements Document**

**SR83965 – FUPOA 2013 Dues Updates**

# Information Technology Services

Office of the President

## Document Information

Document Attributes	Information
ID	SR83965
Owner	Payroll Coordination
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## Revision History

Version	Issue Date	Changes
1.0	7/29/13	Initial Draft
1.1	7/31/13	B. Burkart – Added Deduction Schedule and UPAY (add signed UPAY when available). Added Requirement R0001.
1.2	8/8/13	B. Burkart – signed UPAY

## Document Approvals

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

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## 1 Overview

FUPOA is increasing the Dues Caps for Represented Officers (UCSD, UCI, UCD, UCM, UCSB and UCSC ) and Non-Represented employees. (UCD, UCM, UCSB and UCSC)

### 1.1 Background

On July 28, 2013, FUPOA noticed the University of their intent to increase the Dues caps effective with August 2013 earnings as per the attached deduction schedule.

### 1.2 Objectives

Increase the FUPOA Dues Caps for Represented Officers and Non-Represented employees effective with August 2013 earnings as per the attached deduction schedule.

### 1.3 Related Projects & Dependencies

Updates must be fully implemented to effect first pay period beginning with August 2013 earnings. Pay cycles to be targeted by the proposed update.

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

## 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	X
Jaime Espinoza	Business Systems Analyst		X	X			X
Karren Yun	Labor Manager					X	X
Elizabeth Burkart	Programmer Analyst				X	X	X

## 1.5 Proposed Strategy

The following GTNs will be updated as per the attached UPAY712 and FUPOA provided deduction schedule:

GTN 484 FUPOA PA DUE

GTN 372 FUPOA DUE UN

## 1.6 Glossary

Term	Description
FUPOA	Federated University Police Officers Association

## 2 Product/Solution Scope

### 2.1 Included in Scope

*Benefits Rates Table Updates*

### 2.2 Excluded from Scope

N/A

### 2.3 Assumptions & Constraints

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

### 5.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
<b>R0001</b>	Control Table Updates	Benefits Rates Table Updates per attached UPAY form. See Deduction Schedule for the campus-specific rates.	H	

## 6 Non-Functional Requirements

N/A

## 7 External References

N/A

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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/CID	1	2	3	4	6	7	9	10	18	RATE /AMOUNT
		14	001						*	*
		14	001						*	*
		14	001						*	*
		14	001						*	*

BUC	R	S	D
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\*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.

A/CID	1	2	3	4	6	7	9	10	18	19	CAP
C		14	002			484			*	99999	9999
C		14	002			484			*	99999	9999
C		14	002			372			*	99999	9999
C		14	002			372			*	99999	9999

BUC	R	S	D
61	62	63	64
	PA	C	
	00		
	PA	C	
	00		

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.

\* Campus Specific  
(see FUPDA Deduction Schedule)

A/CID	1	2	3	4	6	7	9	10	18	19	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
		14	003						*	27	*	28	3637	46
		14	003						*	*	*	*	*	*
		14	003						*	*	*	*	*	*
		14	003						*	*	*	*	*	*

BUC	R	S	D
61	62	63	64

PREPARED BY: JAIME ESPINOZA DATE: 7/29/13 APPROVED BY: [Signature] DATE: 8/1/13

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN



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## FUPOA MONTHLY PAYROLL DEDUCTION SCHEDULE - OFFICERS

	UC Berkeley	UC San Diego	UC Irvine	UC Davis	UC Los Angeles	UC Merced	UC Riverside	UC San Francisco	UC Santa Barbara	UC Santa Cruz
<b>New Amount</b>	\$130.00	\$87.50	\$95.50	\$90.00	\$120.00	\$87.50	\$100.00	\$100.00	\$102.50	\$87.50
<b>Old Amount</b>	\$130.00	\$65.00	\$80.00	\$87.00	\$120.00	\$85.00	\$100.00	\$100.00	\$91.00	\$85.00

## FUPOA MONTHLY PAYROLL DEDUCTION SCHEDULE - NON-REPRESENTED

	UC Berkeley	UC San Diego	UC Irvine	UC Davis	UC Los Angeles	UC Merced	UC Riverside	UC San Francisco	UC Santa Barbara	UC Santa Cruz
<b>New Amount</b>				\$63.00	\$85.00	\$52.50	\$70.00		\$67.50	\$52.50
<b>Old Amount</b>				\$60.00	\$85.00	\$50.00	\$70.00		\$56.00	\$50.00

## FUPOA MONTHLY PAYROLL DEDUCTION SCHEDULE - FAIR SHARE

	UC Berkeley	UC San Diego	UC Irvine	UC Davis	UC Los Angeles	UC Merced	UC Riverside	UC San Francisco	UC Santa Barbara	UC Santa Cruz
<b>No Change</b>	\$30.00 - Fair Share for All Campuses									