Business Requirements Document

SR83873 – Visa Type Code DA for DACA Status
## Document Information

<table>
<thead>
<tr>
<th>Document Attributes</th>
<th>Information</th>
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<tr>
<td>ID</td>
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<tr>
<td>Owner</td>
<td>Payroll Coordination and Tax Services</td>
</tr>
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<td>Author(s)</td>
<td>Marcia Johnson &amp; Jaime Espinoza</td>
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<td>Contributor(s)</td>
<td>John Barrett</td>
</tr>
</tbody>
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## Revision History

<table>
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<tr>
<th>Version</th>
<th>Issue Date</th>
<th>Changes</th>
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<tr>
<td>1.0</td>
<td>2/4/2013</td>
<td>1st Draft</td>
</tr>
<tr>
<td>1.1</td>
<td>6/28/2013</td>
<td>Update</td>
</tr>
<tr>
<td>1.2</td>
<td>7/5/2013</td>
<td>B. Burkart - started functional requirements</td>
</tr>
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<td>1.3</td>
<td>7/8/2013</td>
<td>B. Burkart – worked on functional requirements and attachment. Added a related project.</td>
</tr>
<tr>
<td>1.5</td>
<td>7/23/2013</td>
<td>B. Burkart – added to the requirements based on group review.</td>
</tr>
<tr>
<td>1.6</td>
<td>7/25/2013</td>
<td>B. Burkart – modified reporting requirements.</td>
</tr>
<tr>
<td>1.7</td>
<td>7/25/2013</td>
<td>B. Burkart – Modified sections R0002, R0006 and R0007.</td>
</tr>
<tr>
<td>1.8</td>
<td>7/30/2013</td>
<td>B. Burkart – finalized for posting and corrected message text for 12-941.</td>
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## Document Approvals

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<th>Role</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
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<td>Associate Vice President &amp; Systemwide Controller</td>
<td>Peggy Arrivas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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1 Overview

Create a new Visa Type Code (DE 0110) in PPS to identify employees who have been granted work authorization by the Department of Homeland Security (DHS) under the Deferred Action for Childhood Arrivals (DACA) program associated with the Development, Relief and Education of Alien Minors Act (DREAM Act).

1.1 Background

On June 15, 2012, President Obama signed a memo calling for deferred action for certain undocumented young people who came to the U.S. as children and have pursued education or military service in the U.S. Subsequently, Secretary of Homeland Security Janet Napolitano announced that, effective immediately, certain young people who were brought to the United States as young children, who do not present a risk to national security or public safety and who also meet several key criteria, will be considered for relief from removal from the country or from entering into removal proceedings under the Deferred Action for Childhood Arrivals (DACA) program.

Individuals who have been granted DACA status are being allowed to enroll in an institution of higher education in order to pursue a bachelor’s or higher degree. They are also being granted authorization to work on campus while pursuing their degree. Since these students are undocumented and are not in the U.S. on a non-immigrant visa, there is currently no way to properly enter these students in PPS. Creating a new visa type code would allow these students to be properly entered into PPS as non-citizens and to be readily identified.

One of the criteria for being granted authorization to work under this program is that the student must have been present in the U.S. for at least 5 consecutive years. This means that the student would pass the substantial presence test and therefore would be a resident for tax purposes (Citizenship Status Code “R”).

1.2 Objectives

A new Visa Type Code (DE 0110) needs to be created in PPS to identify undocumented employees who have been granted work authorization by DHS as part of the deferred action program. It has been determined that the new Visa Type Code will be “DA”. The description for this code should be “DACA Status”.

This new visa type code will be treated the same way as the existing code “PR” (Permanent Resident) for the purpose of EDB Maintenance.

There is one major distinction between PR & DA. PRs don’t have a work authorization end date whereas DAs have a work authorization end date. As such, DAs need to be captured on the PPP5821 report so locations can monitor changes to the work authorization end date. However, the DA visa type code will not need to be included in PPP5831 as the DA population does not require a W-8Ben.
1.3 Related Projects & Dependencies

R1967 - SR83121 - Add Visa Types to PPS and Change Help Screen Text for Visa and Citizenship Codes

UC PATH/PeopleSoft Conversion

This is not date mandated. However, as the campuses are seeing a greater population of these students, they have asked that we put something in place as soon as possible.

There is an impact to the Corporate Personnel System (CPS). The CPS group will need to add “DA” to their valid value list. These changes need to be coordinated with changes to CPS.

1.4 Stakeholders

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>*</th>
<th>R</th>
<th>A</th>
<th>S</th>
<th>C</th>
<th>I</th>
</tr>
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<tbody>
<tr>
<td>Shaun Ruiz</td>
<td>Payroll Coordinator</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jaime Espinoza</td>
<td>Business Systems Analyst III</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marcia Johnson</td>
<td>Business Systems Analyst II</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Barrett</td>
<td>Tax Director</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Elizabeth Burkart</td>
<td>Programmer Analyst</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
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</table>

1.5 Proposed Strategy

Create a new Visa Type Code in PPS to identify undocumented student employees who have been granted work authorization by the DHS. The code value is to be “DA” and the code description is to be:

“DACA Status”

Visa Type Code “DA” should only be allowed in PPS only when the Citizenship Status Code (DE 0109) value is “R”.

This new Visa Type Code and description should be reflected in on-line field-level help and in the Data Dictionary.

Messages in the System Messages Control Table will need to be modified.

The new Visa Type Code DA should be treated the same way as the existing code “PR” in terms of EDB maintenance.

Visa Type Code DA should be captured on the PPP5821 report, but should be excluded from the PPP5831 report.

## 1.6 Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DREAM Act</td>
<td>Development, Relief and Education of Alien Minors Act</td>
</tr>
<tr>
<td>DE</td>
<td>Data Element</td>
</tr>
<tr>
<td>DACA</td>
<td>Deferred Action for Childhood Arrivals</td>
</tr>
</tbody>
</table>

## 2 Product/Solution Scope

### 2.1 Included in Scope
- New code for an existing data element: Code Translation Table, Data Dictionary
- CICS Help updates
- Changes to existing messages in System Messages Table
- EDB Maintenance – edits
- Make the new code behave like existing code “PR” for EDB maintenance.
- Reporting: Visa Type Code DA should be captured on the PPP5821 report, but should be excluded from the PPP5831 report.
- Coordinate changes with CPS

### 2.2 Excluded from Scope
- There are no screen changes
- No new messages
- No Web application updates

### 2.3 Assumptions & Constraints
No impact to PPS Web applications.
New code DA should behave like existing code PR for the purpose of EDB maintenance.

2.4 Outstanding Items
N/A

3 Business Services and Processes

4 Business Rules
N/A

5 Business Requirements

5.1 User Requirements
N/A

5.2 Functional Requirements

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requirement Type</th>
<th>Requirement Description</th>
<th>Priority [L/M/H]</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>R0001</td>
<td>Control Table</td>
<td>A new Visa Type Code (EDB0110) must be added to the Code Translation Table. The code value is “DA” and the code description is: “DACA Status”</td>
<td>H</td>
<td></td>
</tr>
</tbody>
</table>
| R0002  | Control Table: System Messages Table | The wording needs to be modified on the following messages to incorporate visa type ‘DA’ with Citizenship ‘R’ combination. *Existing* messages:  
- 08-950 UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR  
- 12-950 UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR | H | |
**New message text:**
- UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR/DA

**Existing messages:**
- 08-941 DATE OF ENTRY MUST BE BLANK FOR CTZN C, X, OR R AND VISA PR
- 12-941 DATE OF ENTRY SET TO BLANK FOR CTZN C, X, OR R AND VISA PR

**New message text for 08-941:**
- DATE OF ENTRY MUST BE BLANK FOR CTZN C, X, OR R AND VISA PR/DA

**New message text for 12-941:**
- 12-941 DATE OF ENTRY SET TO BLANK FOR CTZN C, X, OR R AND VISA PR/DA

**Existing messages:**
- 08-500 VISA TYPE = "PR"; CIT. CODE IS NOT "R"
- 12-500 VISA TYPE = "PR"; CIT. CODE IS NOT "R"

**New message text:**
- VISA TYPE = "PR" or “DA”; CIT. CODE IS NOT "R"

<table>
<thead>
<tr>
<th>R0003</th>
<th>EDB Data Elements</th>
<th>The following visa type code and description should be added to the Visa Type Code (EBD0110):</th>
<th>H</th>
<th>See sample Data Dictionary Page attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Type: DA</td>
<td>Description: DACA Status</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| R0004 | CICS modifications | No CICS screen changes are required. Help changes are required. | H | See attached Help sample |
| Changes to the help text are |
needed for data element EDB0110.

The new Visa Type Code described in R0002 should be added to the list in the help for EDB0110. This field appears on EALN, IALN, IGEN and HPER screens in CICS.

DA should appear under the heading “Eligible for Employment” in the help text (between A2 and E1).

**R0005**  EDB Maintenance  Range and Value edits: The new Visa Type Code should be accepted in PPS as a valid code for entry online and in batch, so it will not trigger any range/value edits such as “Field out of range or illegal value.” The Visa Type Code may be entered on the EALN CICS screen.  H

**R0006**  EDB Maintenance  Consistency edits: An edit should be put in place so that Visa Type Code “DA” is only allowed in PPS when the Citizenship Status Code (EDB0109) value is “R”.

This error should have an employee reject severity level in both online and batch.

If DA is used with other Citizenship codes besides R, then the existing messages should be displayed:

08-500  VISA TYPE = "PR" or “DA”; CIT. CODE IS NOT "R"

12-500  VISA TYPE = "PR" or “DA”; CIT. CODE IS NOT "R"

**R0007**  EDB Maintenance  The new DA code should be treated the same as the existing PR visa code for the purpose of EDB maintenance.  H
Wherever there are edits referring to PR + Citizenship code R, “DA” should be added to the logic. For example, users will be prevented from entering US Date of Entry or W8 Ben Date for employees with visa code DA.

US Date of Entry and W8 Ben Date are not required and so they will be changed to a low date for employees with code “DA” during EDB Maintenance if an employee is changed to DA from a different code.

| R0008 | Reporting | Employees with visa code “DA” should be included in the PPP5821 report.

The DA visa type code should not be included in PPP5831 as the DA population does not require a W-8Ben. |

| H | Reports PPP5821 and PPP5831 currently exclude employees with visa code “PR” and Citizenship code “R.” |

| R0009 | CPS | PPS modifications must be coordinated with changes to CPS – CPS needs to add DA to list of valid values. |

| H | |

### 5.3 Reporting Requirements

N/A

### 6 Non-Functional Requirements

N/A

### 7 External References

N/A
8 Attachment A: Data Dictionary Change – EDB0110

System Number: EDB0110

User Access Name: 0110-0

Programming Name: VISA_TYPE IN PPPPAY

Revision Date: 01/28/11

Comments

Location(s): BAS 1052 - Visa Type Code-BAS 16 in EDB

Name: VISA TYPE CODE-EDB

Type: ALPHANUMERIC

Length: 2

Format

N/A

General Description

Code indicating the type of visa held by an individual.

Code Interpretation

EDB 0110 - VISA TYPE CODE-EDB

A1 - Ambassador, public minister, career diplomat or consular officer and members of immediate family
A2 - Other foreign government official or employee, and members of immediate family
B1 - Visitor for Business (often scholars)
B2 - Temporary visitor for pleasure
C - BACA Status
E1 - Treaty Trader, spouse and children
E2 - Treaty Investor, spouse and children
E3 - Principal visa holder and dependents from Australia
F1 - Student
F2 - Spouse or child of student
G1 - Employees of International Organizations
G2 - Employees of International Organizations
G3 - Employees of International Organizations
H1 - International organization officer or employee, and members of immediate family
M1 - Temporary worker - Specialty Occupations
M2 - Temporary worker - Skilled and Unskilled
N3 - Trainee
N4 - Spouse or child of an M1, M2 or N3 visa holder
T1 - Foreign Journalist
U1 - Exchange Visitor
U2 - Spouse or child of exchange visitor
W1 - Fiance(e) of an American citizen
W2 - Minor children of W1 visa holder
W3 - Spouse of a U.S. Citizen
W4 - Children of W-3 visa holders

...
### Attachment B: CICS Help Screen Sample

<table>
<thead>
<tr>
<th>VISA TYPE</th>
<th>CODE-EDB</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>Other foreign government official or employee, and members of immediate family</td>
</tr>
<tr>
<td>E1</td>
<td>Treaty Trader, spouse and children</td>
</tr>
<tr>
<td>E2</td>
<td>Treaty Investor, spouse and children</td>
</tr>
<tr>
<td>E3</td>
<td>Principal visa holder and dependents from Australia</td>
</tr>
<tr>
<td>F1</td>
<td>Student</td>
</tr>
<tr>
<td>G1</td>
<td>Employees of International Organization</td>
</tr>
<tr>
<td>G2</td>
<td>Employees of International Organization</td>
</tr>
</tbody>
</table>

**Add "DACA Status" in the "Eligible for Employment" section of the help.**

**Command ===>

F1=Help  F2=EX help  F3=exit  F4=copy  F6=move  F7=BKwd  F8=Fwd  F12=Cancel**