

# **Business Requirements Document Template**

**SR101032 – UCRP Supplemental Assessment Rate FY 2015-16**

# Information Technology Services

Office of the President

## Document Information

Document Attributes	Information
ID	SR101032
Owner	Payroll Coordination
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Contributor(s)	

## Revision History

Version	Issue Date	Changes
1.0	6/19/15	Initial Draft
1.1	6/24/15	F. Isaacson added titles to the pay cycles listed on section 1.3

## Document Approvals

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

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## 1 Overview

The System Parameter Table is to be updated with the FY 2015-16 UCRP Supplemental Assessment Rate of 0.60%.

### 1.1 Background

Subsequent to the 2011 March Regents meeting, \$1.1 billion was transferred to UCRP to close the funding gap for FY2010-11 and approximately \$935 million was transferred in July 2011. The \$1.1 billion transfer was achieved by advancing funds from the Short-term Investment Pool (STIP) and creating a note receivable that will be paid back through campus assessments over a 30-year amortization period. The interest and principal repayment for this Note is to be reset each year and is currently 1.50 percent interest for FY2015-1. The \$935 million transfer was achieved through external financing. Additionally, In July 2014, \$700 million was transferred from STIP to UCRP to close the funding gap for FY 2013-14. As of March 31, 2015, The outstanding amount on the STIP note was \$1,737,677,000.00. The interest rate and principal repayment for the external financing is also to be reset each year and is 2.00 percent interest only for FY2015-16. Given these rates, the overall interest cost for the University as a percentage of estimated covered compensation is 0.60% for FY 2015-16.

### 1.2 Objectives

Update System Parameter Table with with FY 2015-16 UCRP Supplemental Assessment Rate of 0.60%.

### 1.3 Related Projects & Dependencies

The timing of installation – must be applied after June Monthly Maintenance, but prior to the 1<sup>st</sup> Bi-weekly with July earnings. Please target the pay cycles listed below.

	<u>Pay Begin</u>	<u>Pay End</u>	<u>Pay Date</u>
BW	June 21, 2015	July 4, 2015	July 15, 2015
MO	July 1, 2015	July 31, 2015	July 31, 2015

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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	X	X
Jaime Espinoza	Payroll Coordination		X	X			X
Elizabeth Burkart	Programmer Analyst				X	X	X

## 1.5 Proposed Strategy

Update System Parameter Table # 289 with new rate for FY 2015-16.

## 1.6 Glossary

Sample:

Term	Description
UCRP	University of California Retirement Program
FY	Fiscal Year

## 2 Product/Solution Scope

<This information can be referenced from the Project Charter>

### 2.1 Included in Scope

<This section is a brief description of the business area and services covered by the product or solution.>

### 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

ID	Assumption / Constraint
4.1.1	Each new feeder application that interfaces to NEW GL is assigned a new GL account. This new GL account would be included in the existing NEW GL processing, including the generation of GL reports to ensure that feeder application balancing requirements are met.

### 2.4 Outstanding Items

ID	Description

## 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

< Describes the requirements that the user expects from the system. These requirements can be used to determine the technical feasibility of the system and typically start with the phrase "The user needs" or "The user shall" >

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

### 5.2 Functional Requirements

< Describes the function of a system or its component. It describes what the system or the process must do in order to satisfy a user need. Most of these requirements start with the phrase "The system shall" >

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
<b>R0001</b>	Control Table	Update System Parameter Table per attached UPAY559	H	

## 6 Non-Functional Requirements

N/A

## 7 External References

N/A



**PAYROLL/PERSONNEL  
SYSTEM PARAMETERS TABLE**  
UPAY559 (R01/03) R1460

A/C/D	TBL. NO.	PARAM. NO.	VALUE	DESCRIPTION
1	2	3 4	8 13 16 17	36
C	01	289	00000 ■ 6000	UCRP SUPPLEMENT. RATE
	01		■	
	01		■	
	01		■	
	01		■	
	01		■	
	01		■	
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PREPARED BY:	DATE	APPROVED BY:	DATE
JAIMC	6/19/15	[Signature]	6/27/15

RETN: UNTIL ACTION TAKEN



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## UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

**SERVICE REQUEST**  
UISAS 160 (R 7/94)

DATE 6/19/15	DATE/CYCLE DUE 7/1/15
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PERSON AUTHORIZING REQUEST: Peggy Arrivas	SYSTEMS CONTACT Elizabeth Burkart
DEPARTMENT Payroll Coordination	RECHARGE NO. NR-Payroll
REQUESTOR: Shaun Ruiz	SYSTEMS/FILES/PROGRAMS Payroll

RETRIEVAL/SYSTEM MODIFICATION: Description of Request  
SR101032 - UCRP Supplemental Assessment Rate FY 2015-16

PRODUCTION RUN			
SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	TYPE OF OUTPUT

RETRIEVAL/PRODUCTION RUN  
DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

**IS&AS USE ONLY**

DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	CRN	JOB NAME

COMMENTS:

ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS	COMPUTING COSTS	TOTAL COSTS
		\$	\$	\$

APPROVAL TO PROCEED BASED ON ESTIMATE	▶	<i>Peggy Arrivas</i>	<i>6/23/15</i>	<i>Peggy Arrivas - App</i>
		(SIGNATURE)		Systemwide Controller (NAME, TITLE, ADDRESS)