

# **Business Requirements Document**

**SR101056 – 2015 BX Fair Share & CO Update**

# Information Technology Services

Office of the President

## Document Information

Document Attributes	Information
ID	SR101056
Owner	Payroll Coordination
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## Revision History

Version	Issue Date	Changes
1.0	7/17/15	Initial Draft
1.1	7/27/15	B. Burkart – added UPAY

## Document Approvals

Role	Name	Signature	Date
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## 1 Overview

Increase BX Fair Share Fee and Conscientious Objectors charity deduction amount.

### 1.1 Background

The UAW Local 2865 noticed the University to Increase the Fair Share Fee payroll deduction amount from 1.07% to 1.13% for the covered BX Unit. This Increase also applies to the “Conscientious Objectors” (CO) charity deductions.

### 1.2 Objectives

To Increase the Fair Share Fee and Conscientious Objectors payroll deduction amount from 1.07% to 1.13% for the covered BX Unit.

### 1.3 Related Projects & Dependencies

Updates must be fully implemented to effect the following pay cycles:

- MO August 1, 2015 August 31, 2015 Paid September 1, 2015
- BW August 2, 2015 August 15, 2015 Paid August 26, 2015

### 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

# Information Technology Services

Office of the President

Name	Position	*	R	A	S	C	I
Shaun Ruiz	Payroll Coordinator	X			X	X	X
Jaime Espinoza	Principal Analyst		X	X			X
Karren Yun	Labor Relations Manager					X	X
Elizabeth Burkart	Programmer Analyst - ITS				X		X

## 1.5 Proposed Strategy

Effective with the August 2015 earnings paid August 26th, agency fees and related charitable deductions are to be based on a rate of 1.13%. The following GTNs will be updated as per the attached UPAY712 forms.

### GTN Number: Description

- 474 (BX AGENCY FEE)
- 558 AMER CNCR SO
- 559 HABITAT
- 560 (OXFAM)

## 1.6 Glossary

Term	Description
BX	Academic Student Employees Bargaining Unit
UAW	International Union, United Automobile, Aerospace & Agricultural Implement Workers of America
CO	Conscientious Objectors
GTN	Gross To Net

## 2 Product/Solution Scope

### 2.1 Included in Scope

Benefits Rates Table Updates to increase the Fair Share Fee and Conscientious Objectors payroll deduction amount from 1.07% to 1.13% for the covered BX Unit.

### 2.2 Excluded from Scope

## 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
R0001	Control Table Updates	Updates to Benefits Rates table per attached UPAY form	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)

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

ACID	1	2	3	4	6	7	9	10	RATE / AMOUNT	CAP
C		14	002			474			00001 * 1300	99999 * 9999
C		14	002			474			00001 * 1300	99999 * 9999
C		14	002			558			00001 * 1300	99999 * 9999
C		14	002			558			00001 * 1300	99999 * 9999

ACID	1	2	3	4	6	7	9	10	RATE / AMOUNT	CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT
1		14	003						*	*	28	37	46
		14	003						*	*	*	*	*
		14	003						*	*	*	*	*
		14	003						*	*	*	*	*

BUC	61	62	63	64	65

BUC	61	62	63	64	65

BUC	61	62	63	64	65

- 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.

PREPARED BY: JAIME ESPINOZA DATE: 7/20/15  
 APPROVED BY: [Signature] DATE: 7/22/15

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN

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## BENEFITS RATES TABLE GROSS-TO-NET RATES/AMOUNTS FORMAT 001 & 002 & 003 UPAY712 (R12J06) R1744

(Updated 05/2012 to remove unused Effective Date field)

242

### 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	1	2	3	4	6	7	9	10	18
		FORMAT	GTN NO	RATE / AMOUNT					
		14	001						*
		14	001						*
		14	001						*
		14	001						*

ACCD	1	2	3	4	6	7	9	10	18	19	
		FORMAT	GTN NO	RATE / AMOUNT						CAP	
C		14	002		00001	*1300				99999	*9999
C		14	002		00001	*1300				99999	*9999
C		14	002		00001	*1300				99999	*9999
C		14	002		00001	*1300				99999	*9999

ACCD	1	2	3	4	6	7	9	10	18	19	27	28	36	37	45	46	54
		FORMAT	GTN NO	RATE / AMOUNT						CAP	DEDUCTION PERCENT	REDUCED DEDUCTION AMOUNT	THRESHOLD PERCENT				
		14	003									*	*	*	*	*	*
		14	003									*	*	*	*	*	*
		14	003									*	*	*	*	*	*
		14	003									*	*	*	*	*	*

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

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

BUC	61	62	63	64	65
	R	S	D	E	H
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