

Business Requirements Document

SR101439 – CNA “NX” DUES/FEES CAP RATE UPDATE

Information Technology Services

Office of the President

Document Information

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ID	SR101439
Owner	Payroll Coordination
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Revision History

Version	Issue Date	Changes
1.0	7/15/15	Initial Draft
1.1	7/25/16	D. Duncan added UPAY form
1.2	7/25/16	JRE-Updated effective dates.
1.3	8/12/16	JRE-Typo Correction

Document Approvals

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

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1 Overview

On July 12, 2016, the California Nurses Association (CNA) informed UC that the maximum dues/fees rate for CNA will increase effective with pay cycles listed below.

1.1 Background

Unique programming was coded to establish a mechanism in PPS to accommodate the processing of CNA dues, agency fee and related charities based on the following formula:

Monthly dues for employees working more than 30% of available pay period hours are assessed 2.2 times their hourly pay rate, up to a specified dollar maximum (cap) per month; employees working 30% or less are assessed a flat dollar (reduced deduction) amount.

For employees paid biweekly or semi-monthly, the system adjusts for and derives the multiplier, cap and flat dollar amount proportionately.

Agency fee and related charities are calculated using the same formula as dues but with a reduced calculator (BRT deduction percent), cap and flat dollar amount as specified.

1.2 Objectives

Increase the maximum rates for CNA dues/fees.

1.3 Related Projects & Dependencies

Implementation Deadline

New rates are effective with the following pay periods:

BW: Pay date August 24, 2016 (Pay Period July 31-August 13, 2016)

MO: Pay Date September 1, 2016 (Pay Period August 1-31, 2016)

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

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Name	Position	*	R	A	S	C	I
Shaun Ruiz	Payroll Coordinator	X					X
Jaime Espinoza	Business Systems Analyst III		X	X			X
Karren Yun	Labor Manager					X	X
Elizabeth Burkart	Programmer Analyst				X		X

1.5 Proposed Strategy

California Nurses Association (CNA), the exclusive representative for employees in the “NX” (Registered Nurses) bargaining unit, has requested that, effective with pay cycles listed above, the University implements changes to the current cap rate of CNA dues and related deductions as outlined below:

Bi-Weekly Dues Rates:

- Nurses being paid for more than 24 hours per two week pay period will be charged a maximum of \$64.08.
- Nurses being paid for 24 or fewer hours per two week pay period will be charged \$32.04.

Monthly Dues Rates:

- Nurses being paid for more than 52 hours per month will be charged up to a maximum of \$138.84.
- Nurses being paid for 52 or fewer hours per month will be charged \$69.42.

Fair Share Fees Rates:

- The Fair Share Rate, for those Bargaining Unit employees who choose to decline membership with CNA, will be charged at 91.33% of what they would have paid in dues.

Modifications Requested

Payroll deductions for the California Nurses Association (CNA) are maintained via the following Gross-to-Net table entries (see attached forms for detailed information):

- GTN 077 - Dues (all campus locations except UCSC)
- GTN 075 - Dues (UCSC, only)
- GTN 460 - Agency Fees (all campus locations)
- GTN 506 - Pediatric AIDS (Charity) (all campus locations)
- GTN 507 - Komen Foundation (Charity) (all campus locations)
- GTN 508 - Oxfam (Charity) (all campus locations)

1.6 Glossary

Term	Description
CNA	California Nurses Association
UC	University of California
BRT	Benefit Rate Table

2 Product/Solution Scope

2.1 Included in Scope

GTN Table updates for NX unit

2.2 Excluded from Scope

2.3 Assumptions & Constraints

2.4 Outstanding Items

3 Business Services and Processes

4 Business Rules

5 Business Requirements

5.1 User Requirements

5.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
R001	Control Table Update	Update Benefit Rate Table as per UPAY forms	H	

6 Non-Functional Requirements

7 External References



BENEFITS RATES TABLE GROSS-TO-NET RATES/AMOUNTS FORMAT 001 & 002 & 003 UPAY712 (R12106) R1744

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

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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.

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

BUC	R	S	D
61 62	E	H	U
	P	C	C
	A	A	A

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7	9 10 1 8 1 9 2 7	
	14 002		*	*
	14 002		*	*
	14 002		*	*
	14 002		*	*

BUC	R	S	D
61 62	E	H	U
	P	C	C
	A	A	A

ACCD	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 2 8 3 9 3 7 4 5 4 6 5 4				
C	14 003	077	*	00138 * 8400	*	00069 * 4200	*
C	14 003	075	*	00138 * 8400	*	00069 * 4200	*
C	14 003	460	*	00138 * 8400	00000 * 9133	00069 * 4200	*
C	14 003	506	*	00138 * 8400	00000 * 9133	00069 * 4200	*

BUC	R	S	D
61 62	E	H	U
	P	C	C
	A	A	A

* ALL EXCEPT
USC
* USC ONLY

PREPARED BY: Shive Espinoza	DATE: 7/18/16	APPROVED BY: 	DATE: 7/19/16
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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)

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Important Notes:

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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.

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ACCD	FORMAT	GTN NO	RATE /AMOUNT
1	2 3 4	6 7	9 10 11 12 13 14 15 16 17 18
	14	001	*
	14	001	*
	14	001	*
	14	001	*

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	
	14	002	*	*
	14	002	*	*
	14	002	*	*
	14	002	*	*

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	REVERSED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2 3 4	6 7	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99				
C	14	003	507	00138 * 8400	00000 * 9133	00069 * 4200	*
C	14	003	508	00138 * 8400	00000 * 9133	00069 * 4200	*
C	14	003	460	00138 * 8400	00000 * 9133	00069 * 4200	*
C	14	003	506	00138 * 8400	00000 * 9133	00069 * 4200	*

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
	63	64	65

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
	63	64	65

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
	63	64	65

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
	63	64	65

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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)

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ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7 9	10 * 18	19 * 27
	14	001		*
	14	001		*
	14	001		*

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

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7 9	10 * 18	19 * 27
	14	002		*
	14	002		*
	14	002		*

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

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	REDUCED MEMORIAL AMOUNT	THRESHOLD PERCENT
1	2 3 4	6 7 9	10 * 18	19 * 27	28 * 36 37	45 46 * 54	
C	14	003	507	00138 * 8400	9999 * 9133	00069 * 4200	*
	14	003	508	00138 * 8400	00000 * 9133	00069 * 4200	*
	14	003		*	*	*	*
	14	003		*	*	*	*

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

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