

Business Requirements Document

SR101441 – 2016 BX Fair Share & CO Update

Information Technology Services

Office of the President

Document Information

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Version	Issue Date	Changes
1.0	7/18/16	Initial Draft
1.1	7/25/16	D. Duncan - added UPAY forms

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 1.13% to 1.20% of gross pay 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 1.13% to 1.20% for the covered BX Unit.

1.3 Related Projects & Dependencies

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

- MO August 1, 2016 August 31, 2016 Paid September 1, 2016
- BW July 31, 2016 August 13, 2016 Paid August 24, 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)
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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 2016 earnings paid August 24th, agency fees and related charitable deductions are to be based on a rate of 1.20%. 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

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2 Product/Solution Scope

2.1 Included in Scope

GTN table updates for BX unit.

2.2 Excluded from Scope

2.3 Assumptions & Constraints

2.4 Outstanding Items

3 Business Services and Processes

N/A

4 Business Rules

N/A

5 Business Requirements

5.1 User Requirements

N/A

5.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
R0001	Control Table Updates	Benefits Rates Table updates per attached UPAY form	H	

6 Non-Functional Requirements

N/A

7 External References

UPAY Form



**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)

142

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

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

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7	9 10 18	19 27
C	14 002	424	00001*2000	99999*9999
C	14 002	424	00001*2000	99999*9999
C	14 002	558	00001*2000	99999*9999
C	14 002	558	00001*2000	99999*9999

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

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

BUC	R	S	D
61 62	P	C	C
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: <i>Saine Espinoza</i>	DATE: <i>7/18/16</i>	APPROVED BY: <i>[Signature]</i>	DATE: <i>7/18/16</i>
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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)

Z & Z

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
63 64 65	P	C	C

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP
1	2 3 4	6 7	9 10 1 8	1 9 1 2 7
C	14 002	559	00001 * 2000	99999 * 99999
C	14 002	559	00001 * 2000	99999 * 99999
C	14 002	559	00001 * 2000	99999 * 99999
C	14 002	560	00001 * 2000	99999 * 99999
C	14 002	560	00001 * 2000	99999 * 99999

BUC	R	S	D
61 62	E	H	U
63 64 65	P	C	C
00			
6X	C		
00			
6X	C		

ACCD	FORMAT	GTN NO	RATE /AMOUNT	CAP	DEDUCTION PERCENT	RENDED DEDUCTION AMOUNT	THRESHOLD PERCENT
1	2 3 4	6 7	9 10 1 8	1 9 1 2 7	2 8 3 6 3 7	4 5 4 6 5 4	
	14 003		*	*	*	*	*
	14 003		*	*	*	*	*
	14 003		*	*	*	*	*
	14 003		*	*	*	*	*

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

PREPARED BY: Jaime Espinoza

DATE: 7/18/10

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DATE: 7/18/10

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