

Business Requirements Document

SR101858 – 2017 BX Fair Share & CO Update

Information Technology Services

Office of the President

Document Attributes	Information
ID	SR101858
Owner	Payroll Coordination
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Revision History

Version	Issue Date	Changes
1.0	7/17/17	Initial Draft
1.1	7/18/17	B. Burkart – added UPAY forms to BRD.

Document Approvals

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

Table of Contents

1	Overview	4
2	Product/Solution Scope	5
3	Business Services and Processes.....	5
4	Business Rules.....	5
5	Business Requirements.....	6
6	Non-Functional Requirements.....	6
7	External References	6

1 Overview

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

1.1 Background

The UAW Local 2865 noticed the University to decrease the Fair Share Fee payroll deduction amount from 1.20% to 1.16% of gross pay for the covered BX bargaining unit.

1.2 Objectives

To decrease the Fair Share Fee and Conscientious Objectors payroll deduction amount from 1.20% to 1.16% for the covered BX Unit.

1.3 Related Projects & Dependencies

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

- MO August 1, 2017 – August 31, 2017 Paid September 1, 2017
- BW July 30, 2017 – August 12, 2017 Paid August 23, 2017

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
Sean Halligan	Functional Business Analyst		X	X			X
Karren Yun	Labor Relations Manager					X	X
Elizabeth Burkart	Business Analyst –ITS				X		X
Mary Meyer	Programmer Analyst					X	X

1.5 Proposed Strategy

Effective with August 2017 earnings paid August 23rd, agency fees and related charitable deductions are to be based on a rate of 1.16%. 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 Employes 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

GTN table updated 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



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)

ACID	2	3	4	FORMAT	GTN NO	RATE / AMOUNT
1				14 001	9 10	18 19 27
				14 001		*
				14 001		*
				14 001		*

ACID	2	3	4	FORMAT	GTN NO	RATE / AMOUNT	CAP
1				14 002	474	00001 * 1600	99999 * 9999
C				14 002	474	00001 * 1600	99999 * 9999
C				14 002	558	00001 * 1600	99999 * 9999
C				14 002	558	00001 * 1600	99999 * 9999

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

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

BUC	R	S	D
E	H	U	
P	C	C	
61 62	63	64	65
06			
BX			
00			
BX			

BUC	R	S	D
E	H	U	
P	C	C	
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: _____ DATE: _____

APPROVED BY: Shawn Ruiz DATE: 7/18/17

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)



A/C/D	1	2	3	4	6	7	9	10	18	19	27
									*		
		14	001						*		
		14	001						*		
		14	001						*		
		14	001						*		

A/C/D	1	2	3	4	6	7	9	10	18	19	27
C		14	002			559		0000	1	1600	99999*9999
C		14	002			559		0000	1	1600	99999*9999
C		14	002			566		0000	1	1600	99999*9999
C		14	002			560		0000	1	1600	99999*9999

A/C/D	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
E	H	U	
P	C	C	
61	62	63	64
			65

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

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

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PREPARED BY: _____ DATE: _____ APPROVED BY: *Shawn Cruz* DATE: *7/18/17*