

Business Requirements Document

SR101862 – 2017 PX Fair Share & CO Update

Information Technology Services

Office of the President

Document Attributes	Information
ID	SR101862
Owner	Payroll Coordination
Author(s)	Sean Halligan
Contributor(s)	

Revision History

Version	Issue Date	Changes
1.0	7/17/17	Initial Draft
1.1	7/20/17	Added UPAY

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 6

5 Business Requirements 6

6 Non-Functional Requirements 6

7 External References 6

1 Overview

Decrease PX Fair Share Fee and Conscientious Objectors charity deduction amounts.

1.1 Background

The UAW Local 5810 noticed the University to decrease the Fair Share Fee payroll deduction amount from 1.22% to 1.17% of gross pay for the covered PX bargaining unit.

1.2 Objectives

To decrease the Fair Share Fee and Conscientious Objectors payroll deduction amount from 1.22% to 1.17% for the covered PX 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 1.17%. The following GTNs will be updated as per the attached UPAY712 forms.

GTN Number & Description

- 475 PX AGENCY FEE
- 524 AMER CNCR SO – EXCEPT SAN DIEGO
- 525 HABITAT – EXCEPT SAN DIEGO
- 526 OXFAM
- 527 AMER CNCR SO - SAN DIEGO ONLY
- 528 HABITAT - SAN DIEGO ONLY

1.6 Glossary

Term	Description
PX	Postdoctorial 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 PX 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

Information Technology Services

Office of the President

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)

183



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

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

ACCD	1	2	3	4	6	7	9	10	18	19	27
FORMAT	GTN NO	RATE / AMOUNT								CAP	
C	14	002				475		00001	*1700		99999*9999
C	14	002				475		00001	*1700		99999*9999
C	14	002				24		00001	*1700		99999*9999
C	14	002				24		00001	*1700		99999*9999

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

ACCD	1	2	3	4	6	7	9	11	18	19	27	28	36	37	45	46	54
FORMAT	GTN NO	RATE / AMOUNT								CAP		DEDUCTION PERCENT	RENDED DEDUCTION AMOUNT	THRESHOLD PERCENT			
	14	003							*	*	*	2.8	*	*	*	*	5.4
	14	003							*	*	*	*	*	*	*	*	*
	14	003							*	*	*	*	*	*	*	*	*
	14	003							*	*	*	*	*	*	*	*	*

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

- 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.

Exempt Soc D.ing

PREPARED BY: See Hellige DATE: 7/20/17

APPROVED BY: Shawn Ruiz DATE: 7/20/17

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN

Information Technology Services

Office of the President



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)

283

ACID	1	2	3	4	6	7	9	10	18	RATE / AMOUNT
										10, *
					14	001				*
					14	001				*
					14	001				*
					14	001				*

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

ACID	1	2	3	4	6	7	9	10	18	19	CAP
											19, *
C					14	002					9999 * 3997
C					14	002					9997 * 9999
C					14	002					9999 * 9999
C					14	002					9999 * 9999

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

ACID	1	2	3	4	6	7	9	10	18	19	20	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

- 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.

Exempt See Disp

PREPARED BY: *See Hollige* DATE: *7/20/13* APPROVED BY: *Shawn Ruiz* DATE: *7/20/17*

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN

Information Technology Services

Office of the President

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)

2 of 3



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

ACID	1	2	3	4	6	7	9	10	18	19	27
FORMAT	GTN NO	RATE / AMOUNT									
C	14	002					27	cece	1	17.00	99999 * 9999
C	14	002					27	cece	1	17.00	99999 * 9999
C	14	002					28	cece	1	17.00	99999 * 9999
C	14	002					28	cece	1	17.00	99999 * 9999

ACID	1	2	3	4	6	7	9	10	18	19	27	28	46	54	
FORMAT	GTN NO	RATE / AMOUNT													
	14	003						*	*	*	2.7	2.8	3.6	3.7	4.5
	14	003						*	*	*	*	*	*	*	*
	14	003						*	*	*	*	*	*	*	*
	14	003						*	*	*	*	*	*	*	*

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

BUC	R	S	D
E	H	U	
P	C	C	
61	62	63	64
	ce		
	px	c	

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

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.

only See big

PREPARED BY: See Allig DATE: 7/20/17 APPROVED BY: Shann Ruiz DATE: 7/20/17

RETENTION: ACCOUNTING: UNTIL ACTION TAKEN