

Business Requirements Document

SR101854 - California Minimum Wage January 1, 2018

Document Information

Document Attributes	Information
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Revision History

Version	Issue Date	Changes
1.0	07/13/2017	Initial Draft
1.1	7/17/2017	Updated \$10 to \$10.50 in R2, R3
1.2	7/28/2017	Updated distribution dates in R6 and R7 from last year's
1.3	8/29/2017	Clarified wording of R8

Document Approvals

Role	Name	Signature	Date

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1 Overview

One time program or process.

1.1 Background

California Minimum Wage increases to \$11.00 on January 1, 2018.

Note: Several prior releases have been done. The requirements remain same with only a different minimum wage and effective pay period.

1.2 Objectives

Update pay rates for employees below minimum wage.

1.3 Related Projects & Dependencies

Prior to engaging the process developed for this BRD, locations will update their TCT to ensure that all title codes have a minimum of at least \$11.00.

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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
Christy Thompson	Project Manager, BIS	X					
Ken Smith	Business System Analyst, BIS		R				X

2 Product/Solution Scope

2.1 Included in Scope

2.2 Excluded from Scope

2.3 Assumptions & Constraints

ID	Assumption / Constraint

2.4 Outstanding Items

ID	Description

3 Business Requirements

Needs to be installed and run prior to roster generation for the first compute for pay effective January 1, 2018 i.e. the biweekly pay period ending 1/13/2018, and the monthly pay period ending 1/31/2018.

Anticipated to be used by Davis, Irvine, Santa Barbara and Santa Cruz.

Not anticipated to be used by Berkeley, Los Angeles, ASUCLA, San Francisco and San Diego.

Potentially would be used by Merced and Riverside depending on the conversion sequence/timing for UCPATH Pilot.

3.1 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments
R1		Select all distributions where <ul style="list-style-type: none"> • Appointment Rate is Hourly • DOS code has RNG ADJ indicator Y(DOS codes that are included in the Range Adjustment Process) • Pay Category is not "D" • Distribution Rate is less than \$11.00 • Distribution end date is on or after January 1, 2018 or is indefinite. 		
R2		Any selected distribution having a rate less than \$10.50 should not be updated but should be reported on the file described below as "Skipped".		Safeguard against updating for example, miscoded shift differential
R3		Any selected distribution having a rate of at least \$10.50 should be updated per the following requirements and reported on the file described below.		
R4		For employees on monthly pay cycles, distributions that begin on or after January 1, 2018 update the rate while		Distribution is concurrent or future of the new rate effective

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		retaining the original starting and ending dates.		date.
R5		For employees on biweekly pay cycles, distributions that begin on or after January 1, 2018 update the rate while retaining the original starting and ending dates.		Distribution is concurrent or future of the new rate effective date.
R6		For employees on monthly pay cycles, distributions with begin dates prior to January 1, 2018 should be split into two – one retaining the original start date and pay rate but ending December 31, 2017 and one starting January 1, 2018 with the new pay rate and retaining the original end date. If not enough distributions are left in the appointment, a new (duplicate) appointment should be created for the new distribution.		Distribution spans the effective date.
R7		For employees on biweekly pay cycles, distributions with begin dates prior to December 31, 2017 should be split into two – one retaining the original start date and pay rate but ending December 30, 2017 and one starting December 31, 2017 with the new pay rate and retaining the original end date. If not enough distributions are left in the appointment, a new (duplicate) appointment should be created for the new distribution.		Distribution spans the effective date.
R8		<ul style="list-style-type: none"> A potential new rate for the title (including academic titles) should be obtained 		

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		<p>from the TCT.</p> <ul style="list-style-type: none"> • The rate selected from the TCT should have the most recent effective date on or before January 1, 2018 • For merit based titles obtain the minimum of the range. • For stepped titles obtain the rate of the lowest step. • For graded titles, obtain the lowest salary associated with their title code and grade type in effect on 1/1/2018. 		
R9		If the rate obtained from the TCT is at least \$11.00, use this as the new pay rate and report this distribution as "Updated" on the file described below.		
R10		If the rate obtained from the TCT is less than \$11.00, or if the rate is not available from the TCT, use \$11.00 as the new rate and report this distribution as "Defaulted" on the file described below.		
R11		A tab delimited file listing every selected distribution and every new distribution created by splitting should be created. See list of columns below.		
R12		A costing file should be produced.		

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Column Heading	Column Content
Employee ID	Employee Number
Name	Employee Name
Appointment Number	Appointment Number
Title Code	Appointment Title Code
Title Name	Title Name from TCT
Unit Code	Appointment Unit Code
Representation Code	Appointment Representation Code
Original Distribution Number	Distribution Number (as initially selected in R1)
Original Begin Date	Distribution Charge Start Date (as initially selected in R1)
Original End End Date	Distribution Charge Stop Date (as initially selected in R1)
DOS Code	Distribution DOS Code (as initially selected in R1)
Distribution Percent	Distribution % Time (as initially selected in R1)
Original Distribution Rate	Distribution Pay Rate (as initially selected in R1)
Work Study	Work Study Program Code (as initially selected in R1)
Status	"Skipped", "Updated", or "Defaulted" as per requirements above.
	Note: Columns below this point do not apply to "Skipped" distributions.
Ended Distribution Number	Any distribution that kept the original rate and received a new end date. Blank if no split occurred.
Original Begin Date	
New End Date	
Original Rate	
Resulting Distribution Number	Any distribution where the rate was updated or defaulted. In some cases this is the original distribution with the rate updated, in splits this will be the newly created distribution.
Resulting Begin Date	
Resulting End Date	
Resulting New Rate	