

Business Requirements Document Template

SR83598 - 2012 OASDI Employee Rate Change

Information Technology Services

Office of the President

Document Information

Document Attributes	Information
ID	83598
Owner	Payroll Coordination
Author(s)	Marcia Johnson
Contributor(s)	John Barrett

Revision History

Version	Issue Date	Changes
1.0	12/23/2011	

Document Approvals

Role	Name	Signature	Date
Controller	Peggy Arrivas		12/23/2012

Table of Contents

1	Overview	4
2	Product/Solution Scope	5
3	Business Services and Processes.....	6
4	Business Rules.....	6
5	Business Requirements.....	6
6	Non-Functional Requirements.....	7
7	External References	12
8	UPAY Form	13
9	ProTrack Form.....	14

1 Overview

Decrease the employee OASDI rate from 6.2% to 4.2%, effective January 1, 2012.

1.1 Background

The Tax Relief Act of 2010 reduced the employee OASDI rate for 2011 from 6.2% to 4.2%. The rate was scheduled to go back to 6.2% January 1, 2012. The House and Senate have agreed to a 2 mos. extension of the 4.2% OASDI rate.

1.2 Objectives

Update the Systems Parameter Table (Param. No. 002) to reflect an OASDI employee rate of 4.2%.

1.3 Related Projects & Dependencies

None

Information Technology Services

Office of the President

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
Marcia Johnson	SR. Analyst		X	X	X		X
John Barrett	Director			X	X	X	X
Peggy Arrivas	Controller	X					
Shaun Ruiz			X	X			

1.5 Proposed Strategy

Release the rate change to campuses before campuses process the BW payrolls that pay on January 4, 2012. Campuses that do not run a BW payroll must implement these changes prior to the SM payroll that pays on January 6, 2012 or the MO payroll that pays on February 1, 2012.

1.6 Glossary

Term	Description
BW	Biweekly
SM	Semi monthly
MO	Monthly

2 Product/Solution Scope

2.1 Included in Scope

Change to the Systems Parameter Table (#002).

Information Technology Services

Office of the President

2.2 Excluded from Scope

N/A

2.3 Assumptions & Constraints

ID	

2.4 Outstanding Items

ID	Description

3 Business Services and Processes

3.1 Business Service and Process Overview Diagrams

3.2 Impact of Proposed Changes on Business Services and Processes

Business Service or Process	[N]ew / [C]hanged	Desired Functionality	Current Functionality (If a Change)	Stakeholders / Systems	Priority

3.3 Business Process Workflow Requirements

4 Business Rules

5 Business Requirements

Information Technology Services

Office of the President

5.1 User Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

5.2 Functional Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

5.3 Reporting Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6 Non-Functional Requirements

6.1 System-wide Capabilities

<i>Requirement Type</i>	<i>Description</i>
Auditing and Reporting	<i>Describes the types of records, reports, etc. required by auditors</i>
Activity Logging	<i>Describes the activity records required to support IT or business services and the length of time that the records must be kept</i>
Licensing	<i>Describes requirements related to the installing, tracking, and monitoring of licenses</i>
Security*	<i>Describes security requirements related to access to data, privacy restrictions, etc.</i>
Rules of Precedence	<i>Describes dependencies and precedence rules regarding performing services and processes, the movement of work items, approvals, etc.</i>
Concurrency	<i>Describes the number of users that must be able to be engaged in the same operation at the same time</i>

Information Technology Services

Office of the President

*Please see **section 6.2** for Security Data Classifications

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.2 Security Data Classifications

6.3 Usability Requirements

Requirement Type	Description
<i>User Friendliness</i>	<i>Describes requirements related to the ease with which users are able to access and use the service</i>
UI Standards & Guidelines	<i>Describes standards and guidelines that constrain the design of the user interface</i>
<i>Accessibility</i>	<i>Describes accessibility requirements for various user types and/or groups</i>

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.4 Reliability Requirements

Requirement Type	Description
<i>Accuracy</i>	<i>Describes the degree of correctness required for metrics generated by the services covered in this project</i>
<i>Precision</i>	<i>Describes the level of exactitude required</i>
<i>Availability</i>	<i>Describes the system's ability to perform its required function at a stated instant or over a stated period of time. This might include,</i> <ul style="list-style-type: none">▪ MTBF (Mean Time Between Failures): Mean time between an occurrence of a service failure and a failure of the same service.▪ MTBSI (Mean Time Between System/Service Incidents): Mean time between the occurrence of a system or service failure and the occurrence of the next failure.

	<ul style="list-style-type: none"> ▪ MTRS (Mean Time to Restore Service): Mean elapsed time to fix and restore a service, from the time an incident occurs until it is available to the customer. ▪ MTTR (Mean Time to Repair): Mean time to repair a Configuration Item or IT service after a failure, measured from when the CI or IT service fails until it is repaired (not including the time required to recover or restore). ▪ Detection/recording: Time between occurrence of an incident and its detection.
Redundancy	<p>Describes extra assets required to support reliability and sustainability requirements. This includes:</p> <p>Active redundancy: Supports continuous operation of non-interruptible services Passive redundancy: Supports reliability requirements for services that may be interrupted</p>
Error-Handling	<p>Describes the types of errors the system should be able to handle and the ways the system should respond to these errors e.g. System Faults, Undesirable Actions, Error Avoidance, etc.</p>

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.5 Performance Requirements

Requirement Type	Description
Stress	Describes the degree of simultaneous activity that the system must be able to support
Turnaround-Time	Describes the maximum allowable wait time from service request until delivery
Response-Time	Describes the maximum allowable time that a user must wait for a response after submitting input
Throughput	Describes the volume of transactions or information per unit of time that the system must be able to process.
Startup and Shutdown	Describes constraints on startup and shutdown procedures

Information Technology Services

Office of the President

6.8 Testing Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.9 Training Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.10 Capacity Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.11 Storage Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.12 Backup/ Recovery Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

Information Technology Services

Office of the President

6.13 Other Constraints

<i>Requirement Type</i>	<i>Description</i>
Design	<i>Describes constraints on the design of the product or solution</i>
Implementation	<i>Describes constraints on the construction of a product or solution, such as the constraint that a specific programming language must be used</i>
Interface	<i>Describes protocols, formats, and so on that must be followed when interfacing with external organizations or systems</i>
Physical	<i>Describes physical constraints on the product or solution, such as hardware restrictions related to size, temperature control, and materials</i>

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

6.14 Legal & Regulatory Requirements

Req ID	Requirement Type	Requirement Description	Priority [L/M/H]	Comments

7 External References

Document	Location	Author

8 UPAY Form



PAYROLL/PERSONNEL SYSTEM PARAMETERS TABLE UPAY559 (R01/03) R1460

A/C/D 1	TBL. NO. 2	3	PARAM. NO. 4	6	8	VALUE 13	16	17	DESCRIPTION	36
C	01		002			4,7000				
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									
	01									

RETN: UNTIL ACTION TAKEN

PREPARED BY:	DATE	APPROVED BY:	DATE
Shawn Ruiz	12/23/11	John Barnett	12/23/11

Information Technology Services

Office of the President

9 ProTrack Form



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT
SERVICE REQUEST
UIRC 160ISS (R 01/00)

SR83598

DATE 12/23/11	DATE/CYCLE DUE	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
------------------	----------------	--

PERSON AUTHORIZING REQUEST: Peggy Arrivas	SYSTEMS CONTACT: Shaun Ruiz
DEPARTMENT: Payroll Coordination	RECHARGE NO.: NR-Payroll
REQUESTOR: John Barrett	SYSTEMS/FILES/PROGRAMS: PAYROLL

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)
2012 OASDI Employee Rate Change

PRODUCTION RUN			
SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN <input type="checkbox"/> RERUN <input type="checkbox"/> ADD'L	TYPE OF OUTPUT <input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS

RETRIEVAL/PRODUCTION RUN
DISTRIBUTION OF OUTPUT INSTRUCTIONS: (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IR&C USE ONLY										
<input type="checkbox"/> R	<input type="checkbox"/> NR	<input type="checkbox"/> IM STAFF	TO:	<input type="checkbox"/> RET	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL		
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME/CHARGES	STAFF TIME/CHARGES	BILLING NO	JOB NAME			
COMMENTS:										
ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS	COMPUTING COSTS	ESTIMATED TOTAL COSTS					
		\$		\$	\$					

APPROVAL TO PROCEED BASED ON ESTIMATE	<i>Peggy Arrivas</i> (SIGNATURE)	12/23/11	<i>Controller</i> (NAME, TITLE, ADDRESS)
--	-------------------------------------	----------	---