

Business Requirements Document Template

SR83598 - 2012 OASDI Employee Rate Change

Information Technology Services

Office of the President

Document Information

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Document Approvals

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

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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

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).

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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

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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

Requirement Type	Description
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>

*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
User Friendliness	<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>
Accessibility	<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
Accuracy	<i>Describes the degree of correctness required for metrics generated by the services covered in this project</i>
Precision	<i>Describes the level of exactitude required</i>
Availability	<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> ▪ MTBF (Mean Time Between Failures): <i>Mean time between an occurrence of a service failure and a failure of the same service.</i> ▪ MTBSI (Mean Time Between System/Service Incidents): <i>Mean time between the occurrence of a system or service failure and the occurrence of the next failure.</i>

- **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

Describes extra assets required to support reliability and sustainability requirements. This includes:

Active redundancy: Supports continuous operation of non-interruptible services

Passive redundancy: Supports reliability requirements for services that may be interrupted

Error-Handling

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.

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

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

6.6 Supportability Requirements

Requirement Type	Description
Scalability	Describes the system's ability to expand/ grow
Expected Changes	Describes expected changes in services, such as those due to regulations or changing market conditions, and how these how these changes are to be accommodated
Maintainability	Describes the acceptable degree of effort required to change a process
Configurability	Describes the required ability to adjust the assembly of the product or solution, such as by adding or removing components
Localizability	Describes the ability of the product or solution to be geared toward local conditions and requirements, such as the requirement to support different languages, tax systems, etc.
Installability	Describes requirements related to system installation and the ease with which it can be done
Compatibility	Describes components that the system under design must be compatible with, such as drivers, operating systems, etc.

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

6.7 Conversion Requirements

[illegible]

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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

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6.13 Other Constraints

Requirement Type	Description
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

[illegible]

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

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9 ProTrack Form



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

SR83598

SERVICE REQUEST
UIRC 160ISS (R 01/00)

DATE
12/23/11

DATE/CYCLE DUE

ESTIMATE REQUIRED?
☐ YES ☐ 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 ☐ RERUN ☐ ADD'L	TYPE OF OUTPUT ☐ REPORT ☐ EXTRACT FILE ☐ LABELS

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

IR&C USE ONLY								
☐ R	☐ NR	☐ IM STAFF	TO:	☐ RET	☐ CORP SYS	☐ M&O	☐ PAYROLL	☐ 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		12/23/11	
	(SIGNATURE)		(NAME, TITLE, ADDRESS)