

IR&C Business Requirements Document

SR83349 – Remove Zero Gross Transfer Edit

Payroll

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1 Business Need Section

1.1 Objective:

PPS should allow zero gross transfers to and from restricted funds rather than blocking them.

1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable:
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1.3 Project Type:

➤ Enhancement
Additional Project Type Information:

1.4 System

➤ PPS
Additional System Information:

1.5 Requested by:

Shaun Ruiz, Payroll Coordination

Campus Controllers

1.6 Implementation Deadline:

1.6.1 Urgency

➤ Urgent
Additional Urgency Information:

1.6.2 Deadline Information

None provided

1.7 Statement of Business Need:

PPS should allow zero gross transfers to and from restricted funds rather than blocking them.

1.7.1 Additional Background:

Various government agencies, including the National Institute of Health (NIH), have established guidelines that restrict charging payroll expenses at pay rates in excess of the Executive Level II of the Federal Executive Pay Scale.

Release 1647 implemented a front-end process to provide pay rate compliance within the EDB File Maintenance edit process. Most payments to individuals are based on these EDB normal pay attributes.

Release 1669 implemented a process that examines the actual earnings during the process month and reports warning conditions that indicate possible non-compliance with the stipulated cap guidelines. Modifications allowed Program PPP531 to read the DB2 PAR and screen these earnings for payments with FAUs that fall within the salary limitation categories identified on the Fund Group Table. When any of these restricted payments contain a warning condition, the employee's earnings are included on the tab delimited "Salary Cap Error Reporting" output file.

Release 1924 implemented a compliance process for online expense transfers that:

- Blocks expense transfers that exceed the cap.
- Blocks zero gross transfers to and from restricted funds.
- Reports by-agreement expense transfers that do not exceed the cap.
- Rejects by-agreement expense transfers that exceed the cap.

1.8 Current Process:

Zero gross transfers to and from restricted funds are blocked.

1.9 Proposed Process

1.9.1 Proposed process from a functional perspective

Remove one of the edits that was implemented via the installation of Release 1924.

Edit to be removed:

Block zero gross transfers to and from restricted funds

After the zero gross edit has been removed, the system should allow zero gross transfers to and from restricted funds.

1.9.2 Proposed changes to system inputs and outputs

N/A

1.10 Processing Considerations:

N/A

2 Scope and Estimate Section

2.1 Scope

➤ Small
Additional Scope Information:

2.2 Assumptions

- All the remaining edits added in R1924 for the Salary Cap restricted funds remain unchanged
- The following is the modification history for the R1924 components:

<u>Program</u>	<u>Modified</u>
PPEXPTRN	R1940 – Added an edit related to 120 day time limit restricted funds
PPP360	R1965 - Restrict external earnings DOS codes to specific Post Doc Titles

More testing is needed to make sure that the later changes are not affected adversely by the removal of a part of the Salary Cap edits that were introduced in R1924.

2.3 Overview of Changes

Payroll Personnel System changes:

- Remove the edit that blocks the expense transfer transactions, whenever the following conditions are satisfied:
 - If the FROM and/or TO fund (FAU) exist in the Fund table with the group definition of SALARYCAP
 - The Original Gross Earning amount in the TOE table for this transaction equals zero
- The zero gross edit messages 35-078 (ZERO GROSS TRANSFER NOT ALLOWED WITH CAPPED FUND SOURCE) and 36-434 (ZERO GROSS TRANSFER NOT ALLOWED WITH CAPPED FUND SOURCE) will be removed from the system.

2.4 Estimate

Task	Estimated Work Hours Based on Business Needs	Elapsed Time in Days*	Estimated Schedule Based on Functional Requirements	Start and End Dates Based on Technical Spec
Requirements Gathering	16 hours	12 days		
Technical Specification Preparation	16 hours	4 days		
Mainframe	80 hours	17 days		

Development				
Web Development	N/A	N/A		
QA	125 hours	25.5 days		
User Acceptance Testing	8-24 hours	7 days		
Release Preparation	16 hours	3 days		
Installation in Production	146.5 hours	11 days		
Total	407-423 hours	79.5 days		

* Estimate Notes:

- Elapsed time includes weekends (2 weekend days added to each week for elapsed time estimates of 30 hours or more.)
- Requirements Gathering elapsed time allows time for document approval.
- 7 Days elapsed time allowed for UAT
- Assume for Technical Spec, Mainframe Development, QA and Release Preparation, 80% productive time in each day, so working hours are divided by .8 to get to elapsed hours.

2.5 Time Dependencies

Final requirements needed: lead time of 9 weeks (this includes installation into production and assumes that two of the QA weeks can overlap with development).

2.6 Scope and Estimate Approval

2.6.1 Approval by IR&C QA Manager

Version	Date	Name
1.0	7/13/11	Mary Ann Gohl

2.6.2 Approval by IR&C Programming Manager

Version	Date	Name
1.0	7/13/11	Bob Franks

2.6.3 Approval by Hosted Applications Manager

Version	Date	Name
1.0	7/13/11	Christopher Scott

3 Functional Requirements Section

Not needed for this request.

4 Revision History

Version	Date	Name	Description
1.0	7/14/11	Beth Burkart	Created document
1.1	8/4/11	Beth Burkart	Deleted Functional Requirements section – not needed per CR.

1.2	8/8/11	Beth Burkart	Corrected Typo
1.3	8/11/11	Beth Burkart	Updated estimates and lead time per revised estimate document.
1.4	8/18/11	Maxine Gerber	removed draft watermark