

# **ITS Business Requirements Document**

**SR83354 Overtime Double at Half DOS Code (ODH)**

**Human Resources**

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# 1 Business Need Section

## 1.1 Objective:

Create a new DOS Code

## 1.2 Issue Tracker Reference

Corresponding Issue Tracker Number, if applicable: PPS\_RSCH-271

## 1.3 Project Type:

➤ Enhancement

Create new DOS Code

## 1.4 System

➤ PPS

Additional System Information:

## 1.5 Requested by:

*Cynthia Johe UCOP Human Resources*

## 1.6 Implementation Deadline:

### 1.6.1 Urgency

➤ Urgent

Additional Urgency Information:

### 1.6.2 Deadline Information

Changes stated in this service request are effective with pay periods that begin on or after January 1, 2012. \*Due to resource availability, new projected effective date is February 1, 2012.

## 1.7 Statement of Business Need:

A new DOS code is needed to comply with the Agreement that was signed between the University and the American Federation of State, County and Municipal Employees (AFSCME) and Patient Technical Unit (EX).

### 1.7.1 Additional Background:

On November 13, 2008, The University entered into an agreement with the American Federation of State, County and Municipal Employees (AFSCME) and Patient Technical Unit (EX). Effective October 1, 2010, Article 12 (I) of the agreement contains new overtime premium provisions. EX employees working beyond a regular 8, 10, or 12-hour shift are to receive premium pay for hours worked, on a daily basis, that exceed their regular shift. Regardless of an employee's assigned shift, any employee who works in excess of twelve hours in any one workday shall be paid double (2x) the regular rate of pay for the hours over twelve (12). EX employees continue to remain entitled to overtime pay in accordance with the FLSA, which provides premium overtime for hours worked beyond their regular work period (40 hours or 80 hours as appropriate). Any payment of daily over shift hours worked is credited toward any compensation due for hours worked in excess of forty (40) or eighty (80) hours of actual work in the work period.

The premium portion of the over shift pay is **not** considered covered compensation. However regular pay is UCRP eligible as allowed by the plan and the time worked associated with the over shift hours should be included for service credit up to 40 hours per week. OTH is available to separate the premium portion of the over shift pay at one and one-half times from the regular rate for hours worked beyond 8 and 10-hour shifts when total hours of actual work for the work period are less than forty (40) or eighty (80). Currently, there is no DOS code to address the premium portion of double time paid to employees working in excess of twelve hours in one day where total hours of actual work for the work period are less than forty (40) or eighty (80).

### 1.7.2 Return on Investment

Change mandated by negotiate contract with bargaining unit. If these changes are not implemented, the University will be subject to law suits and/or grievances.

## 1.8 Current Process:

N/A

## 1.9 Proposed Process

The new DOS code (**ODH**) should not be included in the calculation of the Regular rate of pay (RRP) but the rate at which **ODH** is paid out should be a result of the RRP calculation. This would be consistent with how OTH is paid out. An example of this is as follows;

If an employee receives a \$500.00 Lump Sum Incentive (**LSI**) along with 40 hours REG pay at \$32.90/hour, the \$500.00 would be included in the computation of the regular rate of pay [ $\$32.90 \times 40$ ]

= \$1316.00 + \$500.00 = \$1816.00/40 = \$45.40] and **ODH**, like **OTH**, would be paid out at the rate of \$45.40.

REG	1,316.00	32.9000 H	40.00	07/23/11-B- - -N
<b>ODH</b>	181.60	<b>45.4000 H</b>	4.00	07/23/11-B- - -N
LSI	500.00	500.00 %	N/A	07/23/11-B- - -
<b>OTH</b>	90.80	<b>45.4000 H</b>	4.00	07/23/11-B- - -N

### 1.9.1 Proposed process from a functional perspective

Update to Description of Service Table

### 1.9.2 Proposed changes to system inputs and outputs

Table Change

### Processing Considerations:

None.

## 2 Scope and Estimate Section

### 2.1 Scope

➤ Small
Additional Scope Information: minor changes to batch compute and online rush checks (PPGRSPAR, PPGRSTIM, PPRCGRSS)

### 2.2 Assumptions

- Processing for ODH can be modeled on processing for OTP/OT2/OT3
- Currently, retro rate adjustments (PPP930) will substitute OTH for OTP in the resulting RA transactions (to prevent the inappropriate split of OTP into OTP/OTS); we will **not** be making a similar substitution of ODH for OT2

### 2.3 Overview of Changes

PPGRSPAR, PPGRSTIM, and PPRCGRSS will be modified to add ODH to the set of DOS codes for which rate recalculation occurs; testing involves the batch compute and rush checks.

## 2.4 Estimate

Task	Estimated Work Hours/\$ Based on Business Needs	Working Days*	New Estimate Based on Functional Requirements? (Enter new estimates if applicable)	New Estimate Based on Technical Spec? (Enter new estimates if applicable)	Actuals After completion
Requirements Gathering	5 hours	1 day			
Technical Specification Preparation	3 hours	1 day			
Mainframe Development	60 hours	10 days			
Web Development	N/A				
QA	40 hours	6 days			
User Acceptance Testing					
Release Preparation	4 hours	1 day			
Installation in Production	10 hours	3-5 days			
<b>Total</b>	<b>122 hours</b>	<b>22-24 days</b>			

\* Estimate Notes:

- QA estimate was for 7 working days; 1 day can overlap with development.
- Working days may take into account productivity adjustments, overlap between phases, and multiple resources working on a phase at the same time. Working days do not include weekends.
- Requirements Gathering elapsed time allows time for document approval.
- Costs associated with estimated work hours are figured using an hourly cost of \$69 if a PAIII is assigned the task and \$84 if a PAIV is assigned.

## 2.5 Time Dependencies

Final requirements needed: lead time of 5 weeks

## 2.6 Scope and Estimate Approval

### 2.6.1 Approval by ITS QA Manager

Version	Date	Name
1.0	12/1/11	Mary Ann Gohl

### 2.6.2 Approval by ITS Programming Manager

Version	Date	Name
1.0	11/29/11	Bob Franks

### 2.6.3 Approval by Hosted Applications Manager

Version	Date	Name
1.0	11/28/11	Christopher Scott

### 2.6.4 Approval by Requesting Department Manager

Version	Date	Name
1.0		

## 3 Functional Requirements Section

*Not needed. See attached UPAY form.*



### 3.2 BRD Approval

Version	Date	Name
1.0	12/6/11	Jaime Espinoza

### 4 Revision History

Version	Date	Name	Description
1.0	11/28/11	Beth Burkart	Christopher – estimate/approval
1.1	11/29/11	Caroline Rider	Scope and estimates
1.2	11/29/11	Beth Burkart	Bob's approval.
1.3	12/1/11	Beth Burkart	Added UPAY form, worked on estimates.
1.4	12/5/11	Beth Burkart	Deleted functional requirements section.
1.5	12/6/11	Jaime Espinoza	Updated deadline
1.6	12/6/11	Beth Burkart	Finalized for web.