

Intranet Business Rules List

101 – Purchase Order Requires an Item

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: A Purchase Order Request requires one or more items. As part of the Purchase Order creation process, a PO must have at least one item in order to exist. A Purchase Order number is generated once one item has been added. The PO number generated can be used to associate subsequent items with that Purchase Order Request.

Discovery Details: Interview with project sponsor: Bonnie Ryan

102 – PO Status Fields

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: A purchase order request as a whole can have three values for its status field: pending, under review or closed.

Purchase order items can have the following values for the item status field: pending, approved, or denied.

A purchase order that has all items in a pending state has a PO status of pending. Once a supervisor has made a decision on at least one item (by either approving or denying an item) the status of that purchase order will change to 'under review'. If all items have decisions that are modified back to pending, the purchase order status itself will return to pending.

The PO status can only be set to closed if all PO items have been fully processed (the item status set to either approved or denied).

When a supervisor has processed (approved or denied) the last item on an employee's purchase order request, the system should prompt and ask the supervisor if the PO should be closed. The supervisor can say yes, and the PO status is set to closed. The supervisor can say no, and the PO request remains in the 'under review' or pending state as applicable, and then can be closed manually by the supervisor at a later time.

If a purchase order request is 'under review' when an employee browses it, he/she will not see the decisions made on any processed items. This enables the supervisor to change his/her mind during decision making until the time when the PO request is closed. Once the PO is closed, the decision for each item becomes visible to an employee browsing it.

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Discovery Details: Interview with project sponsor: Bonnie Ryan

103 – Duplicate Items Rule

Date: 05/03/2012

Category: Action Triggering

Type: Static

Description: In the process of creating or updating a purchase order request, if duplicate items are entered, the two rows should be merged into one row with the quantities added together to form one quantity.

Discovery Details: Interview with project sponsor: Bonnie Ryan

104 – Purchase Order Visibility

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: When searching for purchase order requests, a given employee is only permitted to see his/her own submitted POs. The employee has the ability to browse his/her POs that are pending or closed.

A supervisor of a department is permitted to browse the submitted POs of all of his/her department employees whether the PO status is pending or closed.

Discovery Details: Interview with project sponsor: Bonnie Ryan

105 – PO Modification Rules

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: Employees have the ability to modify their own purchase order items as long as the item has not yet been processed (approved or denied) by the supervisor. All fields in an unprocessed item may be modified by the employee that submitted it. Additionally, as long as a Purchase Order Request is not closed, an employee may add new items to it.

Supervisors have the ability to modify PO items on their employees' purchase order requests. They are permitted to modify the quantity, price, and location fields but once they do so they are required to enter a **reason** for this modification.

Discovery Details: Interview with project sponsor: Bonnie Ryan

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112 – Departmental Supervisor

Date: 05/03/2012

Category: Structural Fact

Type: Static

Description: Each department has only one supervisor who is authorized to approve Purchase Orders.

Discovery Details: Interview with project sponsor: Kathleen McGrath

200 – Employee Primary Key

Date: 05/03/2012

Category: Structural Fact

Type: Static

Description: A unique system assigned 8 digit employee id identifies each employee.

Discovery Details: Interview with project sponsor: Kathleen McGrath

201 – Employee Middle Initial

Date: 05/03/2012

Category: Structural Fact

Type: Static

Description: The middle initial of an employee is optional.

Discovery Details: Interview with project sponsor: Kathleen McGrath

202 – Employee Bi-weekly Pay

Date: 05/03/2012

Category: Structural Fact

Type: Static

Description: Bi-weekly pay rate cannot be greater than the maximum allowed for the job assignment.

Discovery Details: Interview with project sponsor: Kathleen McGrath

203 – Employee Assigned Supervisor

Date: 05/03/2012

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Category: Structural Fact

Type: Static

Description: An employee's assigned supervisor must be within the assigned department. Employee can only have one supervisor. Employee can only belong to one department.

Discovery Details: Interview with project sponsor: Kathleen McGrath

205 – Employee Seniority Date

Date: 05/03/2012

Category: Structural Fact

Type: Static

Description: Identifies the date that the employee started with the company.

Discovery Details: Interview with project sponsor: Kathleen McGrath

207 – Employee Job Start Date

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: Identifies the date an employee began a specific job. It cannot be less than the seniority date.

Discovery Details: Interview with project sponsor: Kathleen McGrath

208 – Employee Payroll

Date: 05/03/2012

Category: Action Triggering

Type: Static

Description: Payroll can only be run once per pay period. The process is initiated automatically when the system starts on the first day of the next pay period.

Discovery Details: Interview with project sponsor: Kathleen McGrath

209 – Employee Retirement Pay

Date: 05/03/2012

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Category: Action Restricting

Type: Static

Description: A newly retired individual is paid for the entire pay period in which they retire. Thereafter, retirement pay is not handled by this system.

Discovery Details: Interview with project sponsor: Kathleen McGrath

210 – Employee Termination

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: An employee who leaves employment is paid up to the last day of work.

Discovery Details: Interview with project sponsor: Kathleen McGrath

211 – Employee Salary Changes

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: Salary changes are strictly increases and are based on biweekly pay rates. The maximum bi-weekly pay rate of an employee cannot exceed the maximum pay rate assigned to that job classification. Salary increases are applied to the entire pay period in which they are updated.

Cost-of-living increases are provided by the organization to account for increase in the economic cost of living. They result in an increase in the maximum bi-weekly pay-rate for each job classification, and then in an increase in each employee's pay rate. Cost-of-living salary changes are applied before individual performance salary changes.

Individual salary increases are given based on performance. Only one performance salary increase can occur per pay period. Increases cannot exceed the maximum pay rate for a specified job.

Discovery Details: Interview with project sponsor: Kathleen McGrath

212 – Employee Bonuses

Date: 05/03/2012

Category: Action Restricting

Type: Static

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Description: Bonuses are included in the gross pay of the payroll period in which they are awarded. Normal deductions apply.

Discovery Details: Interview with project sponsor: Kathleen McGrath

213 – Income Tax Deduction

Date: 05/03/2012

Category: Calculation

Type: Dynamic

Description: Income tax is deducted at a rate of 19% of gross pay.

Discovery Details: Interview with project sponsor: Kathleen McGrath

214 – Canadian Pension Plan Deduction (CPP) **Date:** 05/03/2012

Category: Calculation

Type: Dynamic

Description: CPP is deducted at a rate of 4.95% of gross pay up to a maximum of \$2100.

Discovery Details: Interview with project sponsor: Kathleen McGrath

215 – Employment Insurance (EI)

Date: 05/03/2012

Category: Calculation

Type: Dynamic

Description: EI is deducted at a rate of 1.8% of gross pay up to a maximum of \$720.

Discovery Details: Interview with project sponsor: Kathleen McGrath

216 – Company Pension Plan Deduction

Date: 05/03/2012

Category: Calculation

Type: Static

Description: The company pension plan is deducted at a rate of 5.8% of the portion of yearly gross salary up to \$42,000 and at a rate of 7.5% on the portion of gross pay in excess of that.

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Discovery Details: Interview with project sponsor: Kathleen McGrath

217 – Payroll Processing

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: Payroll is processed on a bi-weekly basis, every second Friday. It is calculated for earnings accumulated over a two week period ending every second Thursday.

Discovery Details: Interview with project sponsor: Kathleen McGrath

218 – Employee Payroll Inclusion

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: Payroll calculations are carried out for all employees who were “active” at any time during a pay period. This would include on-going “active” employees, new employees who started employment at any time during a pay period and have a current status of “active”, employees who terminated employment at any time during a pay period and have a current status of “terminated”, as well as employees who retired during a pay period and have a current status of “retired”.

Discovery Details: Interview with project sponsor: Kathleen McGrath

219 – Payroll Passcode

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: A secure passcode is assigned to initiate payroll. Only a designated member of the HR department has access to the code.

Discovery Details: Interview with project sponsor: Kathleen McGrath

222 – Days Off

Date: 05/03/2012

Category: Structural Fact

Type: Static

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Description: The company operates on a 5 day work week with regular days off being Saturday and Sunday.

Discovery Details: Interview with project sponsor: Kathleen McGrath

304 – HR employee restrictions

Date: 05/03/2012

Category: Action Restricting

Type: Static

Description: HR employee can only make changes to their personal information. They cannot apply changes to their own salary, job assignment, or employment status. When an HR employee tries to make changes to any of these, the system should indicate that they do not have authority to make this change.

An exception to this rule is that an authorized HR employee can make overall departmental salary increases as well as overall corporate salary increases.

Discovery Details: Interview with project sponsor: Remy Azariah
