# 111 – Supervisor Approval Modifications Date: 05/03/2012

**Category**: Structural Fact **Type**: Static

**Description**: When processing a purchase order request, a supervisor might make a processing decision on a particular item, but the supervisor may later make changes to previous decisions as long as the purchase order is not closed.

**Discovery Details:** Interview with project sponsor: Bonnie Ryan

# 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

**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

**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

1. **– Sick Days Date: 05/03/2012**

**Category**: Structural Fact **Type**: Static

**Description:**  Sick days can either be recorded as a half day or a full day.

Employees are paid for sick days.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

1. **– Sick Dates Date: 05/03/2012**

**Category**: Structural Fact **Type**: Static

**Description:**  Sick dates cannot be in the future.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

**300 – Pension Age Date: 05/03/2012**

**Category**: Action Restriction **Type**: Static

**Description**: The age at which an employee can retire with full pension is set at

60. The earliest at which an employee can retire is set at 55.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

1. **– Pension calculation rules Date: 05/03/2012**

**Category**: Calculations **Type**: Static

**Description**: Pension is calculated at 70% of the average of the 5 highest earning years’ gross salary.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

1. **– Highest earning years Date: 05/03/2012**

**Category**: Action Restricting **Type**: Static

**Description**: Highest earnings need not be in consecutive years when computing the average of the highest earning years for pension purposes. This means that the system looks at all the years of service when trying to determine which 5 were considered ones with highest earnings.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

1. **– Applying Pension penalties Date: 05/03/2012**

**Category**: Calculations **Type**: Static

**Description**: Pension penalties are applied at 3% for every year starting at age 55 ending at 60. This means that for every year less than 60, a 3% penalty is deducted from the pensionable amount that the employee would have received at retirement.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

1. **– 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: Rexy Azariah

1. **– Pension Eligibility Date: 05/03/2012**

**Category**: Action Restricting **Type**: Static

**Description**: An employee must be employed for a minimum of 5 years from the seniority date to be eligible for a pension.

**Discovery Details:** Interview with project sponsor: Rexy Azariah

1. **– Reinstating Employees Date: 05/03/2012**

**Category**: Action Restricting **Type**: Static

# Intranet Business Rules List

**Description**: An employee that was previously terminated **can** be reinstated at a later date. An employee that has retired **cannot** be reinstated at a later date. **Discovery Details:** Interview with project sponsor: Kathleen McGrath