



Information Technologies Division
System Requirement Specification v1.00

System Requirements Specification (SRS)

PROJECT NAME: Pension Reform – Phase 2

DEPT/DIVISION: Police and Fire Pension

PROJECT SPONSOR: John Keane, Executive Director - Administrator

PROJECT TYPE: System Enhancements



Information Technologies Division
System Requirement Specification v1.00

Revision History

Version	Date	Author	Description
Initial Draft v0.01	9/2/2015	Cheryl Bradley	Initial Draft.
Draft v0.02	9/7/2015	Cheryl Bradley	Completed updates per initial walkthrough with team.
Draft v0.03	9/15/2015	Cheryl Bradley	Completed updates per review with customer and team.
Baseline v1.0	9/17/2015	Cheryl Bradley	Completed updates per final review with customer and team. Document ready for sign off.



TABLE OF CONTENTS

1	PURPOSE OF THIS DOCUMENT	5
2	BUSINESS REQUIREMENTS	5
3	ASSUMPTIONS	5
4	CONSTRAINTS	6
5	ACCEPTANCE AND SUCCESS CRITERIA	6
5.1	ACCEPTANCE CRITERIA	6
5.2	SUCCESS CRITERIA	6
6	EXPLANATION OF BUSINESS FUNCTIONS	6
6.1	OUT OF SCOPE – TRANSFER EXCEPTIONS	8
7	BUSINESS FUNCTIONS – BUSINESS RULES & AFFECTED SCREENS	8
7.1	GROUP CLASSIFICATION	8
7.2	SUPPORTING DOCUMENTATION	9
7.2.1	<i>Business Rules</i>	9
7.2.2	<i>Affected Screens & Processes</i>	10
7.3	DROP	12
7.3.1	<i>Business Rules</i>	12
7.3.2	<i>Affected Screens & Processes</i>	13
7.4	COLA	15
7.4.1	<i>Business Rules</i>	15
7.4.2	<i>Affected Screens & Processes</i>	16
7.5	FINAL AVERAGE COMPENSATION (FAC)	17
7.5.1	<i>Business Rules</i>	17
7.5.2	<i>Affected Screens & Processes</i>	18
7.6	TIME SERVICE CONNECTION	19
7.6.1	<i>Business Rules</i>	19
7.6.2	<i>Affected Screens & Processes</i>	20
7.7	VESTING	21
7.7.1	<i>Business Rules</i>	21
7.7.2	<i>Affected Screens & Processes</i>	22
7.8	RETIREMENT AGE	24
7.8.1	<i>Business Rules</i>	24
7.8.2	<i>Affected Screens & Processes</i>	25
7.9	ACCRUAL RATE	26
7.9.1	<i>Business Rules</i>	26
7.9.2	<i>Affected Screens & Processes</i>	27
7.10	EARLY RETIREMENT	28
7.10.1	<i>Business Rules</i>	28
7.10.2	<i>Affected Screens & Processes</i>	29
7.11	BACK-DROP	30
7.11.1	<i>Business Rules</i>	30



Information Technologies Division
System Requirement Specification v1.00

7.11.2	<i>Affected Screens & Processes</i>	31
7.12	DISABILITY PENSION	32
7.12.1	<i>Business Rules</i>	32
7.12.2	<i>Affected Screens & Processes</i>	33
7.13	BENEFIT CAP	34
7.13.1	<i>Business Rules</i>	34
7.13.2	<i>Affected Screens & Processes</i>	35
8	TRAINING REQUIREMENTS	36
9	TEST STRATEGY	36
10	APPROVERS AND REVIEWERS	37
10.1	APPROVERS	37
10.3	REVIEWERS	38
11	GLOSSARY	39



1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to define the business requirements, functional requirements, and business rule enhancements to be implemented in the JaxPension System resulting from the Pension Reform Ordinance 2015-304-E.

2 BUSINESS REQUIREMENTS

NUMBER	BUSINESS REQUIREMENT
BR1	Complete the required analysis, system enhancements, and source code modifications to bring JaxPension into compliance with Ordinance 2015-304-E.
BR2	System enhancements must not impact existing processes for the City of Jacksonville Retirement System (i.e. General Pension System).

3 ASSUMPTIONS

1. Police and Fire Pension will inform ITD of the final decision regarding proration – i.e. whether or not rounding down to the nearest year can be used in lieu of monthly proration. Additionally, they are seeking authorization to round up to the nearest year for COLA calculations.
2. Manual adjustments will be made in JaxPension to apply DROP interest for Group B members in that is scheduled to be applied in October 2015.
3. Individuals in Group B with a time service connection in progress as of June 19, 2015 that will result in 20 or more years of service will be moved to Group A after buyback.
4. There will be no change to pension processes for Corrections Officers since they are in the General Pension System.
5. There will be no change to the following processes for members in Groups A and B per the Pension Reform Ordinance 2015-304-E:
 - a) Vesting
 - b) Retirement Age
 - c) Accrual Rate
 - d) Early Retirement
 - e) Spousal Benefits
 - f) Child Benefit
 - g) Orphan Benefit
 - h) Child Disability Benefit
 - i) Disability Pensions
 - j) Preretirement Death Benefits
 - k) Adjustment Supplement



4 CONSTRAINTS

1. Employee Contribution changes must be completed by the Oracle HRMS development team.
2. Executive Director is seeking to obtain confirmation by City Council to round up to the nearest year in lieu of prorating for COLA calculations.
3. Executive Director is seeking authorization from City Council to maintain the current COLA business rules for Group A plan members. Otherwise, new ordinance requirements will result in a change to the current process.

5 ACCEPTANCE AND SUCCESS CRITERIA

5.1 Acceptance Criteria

1. JaxPension enhancements result in a reduction of manual processes currently required to manage pension reform changes.

5.2 Success Criteria

1. Applicable processes and business rules within JaxPension are in compliance with the Pension Reform Ordinance.

6 EXPLANATION OF BUSINESS FUNCTIONS

Number	Function	Description	Priority
BF1	Group Classification	<p>Pension Reform Ordinance 2015-304-E has classified members of the Police & Fire Pension Program into two groups:</p> <ul style="list-style-type: none">• Group 1 – all members of the Plan prior to June 19, 2015• Group 2 – all members of the Plan on or after June 19, 2015 <p>Group 1 is further subdivided by the ordinance per the revision of DROP, Final Average Compensation (FAC) and COLA benefits for plan members with less than 20 years of service as of June 19, 2015. Consequently, in order to mitigate reform changes, three distinct member groups will be managed in JaxPension:</p> <ul style="list-style-type: none">• Group A – Pension Reform Group 1 members with 20 years of services or more as of June 19, 2015• Group B – Pension Reform Group 1 members with less than 20 years of service as of June 19, 2015 with a date of employment less than June 19, 2015• Group C – Pension Reform Group 2 member which includes all plan members with a date of employment	Completed during Phase 1



Information Technologies Division
System Requirement Specification v1.00

Number	Function	Description	Priority
		on or after June 19, 2015	
BF2	DROP	Deferred Retirement Option Program. A retirement option that allows members to maintain active employment while depositing money previously deducted for pension into a deferred compensation account.	1
BF3	COLA	Cost of Living Adjustment. Percentage increase applied at a designated time to pension benefits received by pensioners.	1
BF4	FAC	Final Average Compensation. Operation to calculate average wage compensation as part of the pension benefits computation process.	1
BF5	Time Service Connection	Direction for this process was not included in the Pension Reform Ordinance. However, the Group Classification Process (see BF1) will automatically reassign plan members to the applicable group based on the date hired and the Adjusted Pension Date after buyback has been completed.	Results from Phase 1 updates
BF6	Vesting	Period of time an employee is required to work before they qualify to receive pension benefits. Note: Vested retirement benefits are received at age 62 if retirement occurs before required years of service.	2
BF7	Retirement Age	Age requirement based on years of service at the time of separation from active employment.	2
BF8	Accrual Rate	Percentage rate used as part of the formula to calculate pension benefits.	2
BF9	Early Retirement	Minimum number years of service required to receive retirement benefits immediately after separation from active employment.	2
BF10	Back-DROP	Retirement option that allows plan members to receive a lump sum payment based on up to five years of service at the time of retirement for those with a minimum of 30 years of service.	2
BF11	Disability Pensions	Pension benefits received based on disability retirement.	2
BF12	Benefit Cap	Maximum amount of pension benefits that can be paid on an annual basis.	2



Information Technologies Division
System Requirement Specification v1.00

Number	Function	Description	Priority
BF13	Employee Contribution	See <i>Constraints</i> Section.	No change to JaxPension
BF14	Non-Impacted Reform Processes	See the <i>Assumptions</i> Section for Pension Reform Ordinance stipulations that require no modifications to JaxPension.	No change to JaxPension

6.1 Out of Scope – Transfer Exceptions

Number	Function	Description	Priority
BF15	Transfers Exceptions	<p>Employees who transfer employment from another City agency to JSO or JFRD will also be transferred from General Pension to Police & Fire Pension. The current group classification process (see BF1) will assign these employees to Group A, B, or C based on date of hire and adjusted pension date or pension date as applicable.</p> <p>Exceptions to this process will be managed by Police & Fire Pension on a case-by-case basis.</p>	n/a

7 BUSINESS FUNCTIONS – BUSINESS RULES & AFFECTED SCREENS

7.1 Group Classification

Group classification is based on Years of Services as of the Effective Date. Within the system this date is defined as the *Effective Date Years of Service (EDYOS)*.

Group A	Group B
If Years of Service is greater than or equal to 20 as of June 19, 2015, the EDYOS calculation will assign the employee to Group A.	If Years of Service is less than 20 as of June 19, 2015 and Employment Date is less than June 19, 2015, the EDYOS calculation will assign the employee to Group B.
Group C	
If Employment Date is greater than or equal to June 19, 2015, the EDYOS calculation will assign the employee to Group C.	



7.2 Supporting Documentation

See the attached PDF below for more details:



Pension Reform
Phase 1 - Scope Doc.

7.2.1 Business Rules

EDYOS is a calculation of years of service based on the pension reform effective date in order to classify individuals into their applicable pension benefits group – i.e. A, B, or C.

EDYOS Calculation	
GC1	<p>If Adjusted Pension Date exists AND</p> <p> If there is a Termination Date AND Termination Date > or = Effective Date then EDYOS = Effective Date - Adjusted Pension Date</p> <p> If there is a Termination Date AND Termination Date < Effective Date then EDYOS = Termination Date – Adjusted Pension Date</p> <p> If there is no Termination Date then EDYOS = Effective Date – Adjusted Pension Date</p> <p>Else (If there is no Adjusted Pension Date)</p> <p> If there is a Termination Date AND Termination Date > or = Effective Date then EDYOS = Effective Date – Pension Date</p> <p> If there is a Termination Date and Termination Date < Effective Date then EDYOS = Termination Date – Pension Date</p> <p> If there is no Termination Date then EDYOS = Effective Date – Pension Date</p>



Information Technologies Division
System Requirement Specification v1.00

7.2.2 Affected Screens & Processes

COJ Employee Search

New column added to display Pension Group Classification

Search Employee

COJ Employee Search

SSN: [] - [] - [] Last Name: [] First Name: [] EIN: []

SSN	Last Name	First Name	MI	EIN	Emp. Index Code	Person Type	Emp Group
	Miley	Kenneth	R	5211	SHIN011DE	Employee	A
	Thomas	James	S	5434	SHPO011PTZN2	Employee	A
	Crotty	Joseph	T	5547	SHPO011PTZN4	Employee	B
	Burton	Gregory	C	5993	SHPO011PTZN6	Employee	A
	Burton	Lakesha	A	6103	SHPO011CAPAL	Employee	B
	Smith	Christian	M	6424	SHIN011HSSE	Employee	A
	White	Jeffrey	S	6641	SHPO011CASE	Employee	A
	Johnson	Ronald	M	7182	SHPO011PTZN3	Employee	A
	Allen	Michael	S	7287	SHPO011PTAD	Employee	B
	Only	Juwanna	W	7838	SHIN011DE	Employee	B
	Rounds	David	B	11328	FRFO011FO	Employee	A
	Pena	Mark		11441	FRRS011	Employee	A
	Grant	Steven	K	11546	FRFO011FO	Employee	B
	Pferrer	Matthew	P	11653	FRFO011FO	Employee	B
	Maple	Travis	L	11754	FRFO011FO	Employee	B
	Fry	Craig	A	11857	FRFO011FO	Employee	B
	Sharp	Brett	L	5010	SHPO011PTZN1	Employee	A
	Simms	Thomas	C	5028	SHPO011PTZN2	Employee	A
	Herrington	Thomas	W	5032	SHPO011PTZN6	Employee	A
	Sharp	Gregory	G	5033	SHPO011PTZN2	Employee	B
	Michener	Michael	E	5043	SHIN011HSSE	Employee	A
	Gilley	Andrew	L	5053	SHIN011DEPR	Employee	A
	Tirri	Nicholas	C	5061	SHPO011PTZN3	Employee	B


View Detail... Reset



Information Technologies Division
System Requirement Specification v1.00

Employee Summary

New field added to display Pension Group Classification

Employee Summary		Active Assignment	
	KENNETH R MILEY	Birth Date:	07/05/1968
SSN:		Gender:	M
EIN: 5211		Emp. Index Code:	SHIN011DE
Employee Group: A		Marital Status:	M
		Pension Service:	25 Yrs. 11 Mos.
Employee Type: C0J	Job Code: T0266	Bargaining Unit:	040
		Base Hourly Rate:	30.03
		Weekly Hours:	40
		Job Description:	POLICE OFFICER
Dates		Notes	
Employment Date:	07/10/1989		
Adjusted Employment Date:			
Pension Date:	09/16/1989		
Adjusted Pension Date:			
DROP			
Payroll Begin Date:	10/28/2011		
Payroll End Date:	10/07/2016		
Bi-Weekly Deposit:	1768.17		
DROP Balance:			



Information Technologies Division
System Requirement Specification v1.00

7.3 DROP

Group A	Group B
DROP remains the same – fixed interest rate.	DROP interest rate is variable.
Group C	
DROP is eliminated for Group C members.	

7.3.1 Business Rules

Business Rules for Group A	
D1-A	The interest rate for DROP is unchanged and will remain 8.4%.
Business Rules for Group B	
D1-B	Interest rate for DROP is the actual rate of return of the Plan for the preceding year of the Plan provided that in no year will the employee earn less than 2% and in no year will the employee earn more than 14.4% regardless of the actual rate of return for the Plan.
D2-B	A new screen will be created for entering the variable DROP interest rate.
D3-B	DROP interest rate will be entered annually.
Business Rules for Group C	
D1-C	Cannot participate in DROP.



Information Technologies Division
System Requirement Specification v1.00

7.3.2 Affected Screens & Processes

Set Up DROP

Set Up DROP Step 6

Setup Wizard

Pension Benefit

Pension Plan: 03 Police/Fire Pension Fund
Pension Class: DROP Time Service Retirement
Benefit Percent: 64.00
Penalty Percent:
Pension Service: 22 Yrs. 8 Mos. Age: 40
DROP Start Date: 10/24/2009
Pension Date: 02/20/1987 Adj. Pen. Date:
Daily Rate: 135.788172
COLA Date: 01/01/2011 ☐ 415 Limit

Back DROP

Back DROP Date:
Back DROP Months:
Lump Sum Benefit:
Lump Sum Interest:
Total Lump Sum:
PLOP
Emp. Date Of Birth:
Spouse Date Of Birth:
PLOP Percent:
PLOP Amount:
Monthly Benefit Amt.:
Open PLOP Worksheet...
Populate PLOP Result

Pension Benefit Amount

	Bi-Weekly	Monthly
Pension Base:	1901.03	4118.91
Supplement:	50.77	110.00
COLA:		
Gross:	1951.80	4228.91

<< Back Next >> Cancel

DROP Details

DROP Details

Details Ledger

Phase 1

DROP Index: PFF621PDROP DROP Periods: 130 Employee Opted Periods: 130
Payroll Begin Date: 10/21/2005 DROP End Date: 10/01/2010 Interest Rate: 0.25000
Pension Base Amount: 2113.69 COLA Amount: 195.99 Bi-Weekly Deposit Amount: 2309.68
Conversions: Transfers: Deposits: 226429.26
Interest Amount: 36161.97 Payments: Adjustments:
End Balance: 262591.23 Final Principal Balance: 262591.23 **Force DROP Closure**
☐ Early Retiree ☐ Deceased Retiree

Phase 2

Payout Periods: Payout Amount: Expected Payments:
Payout Option: Interest Rate: Conversions:
Transfers: Interest Amount: Payments:
Adjustments: Rem. Principal Balance:
RLA
Principal Value: 10.45 Transferred Amount: 0.36 Interest Rate: 0.093010
Interest Amount: 1.74 Payments: Adjustments:
P + I Balance: 10.10 Rem. Principal Balance: 10.10

Refresh Save Phase 1 Balance DROP Conversion Adjustment... Cancel



Information Technologies Division
System Requirement Specification v1.00

Pensioner Summary

DROP Data

POLICE & FIRE PENSION FUND Pensioner: TERRENCE J COOPER SSN: EIN: 6091 *JaxPension*

Pensioner Summary

TERRENCE J COOPER

Type: **Employee** Birth Date: **09/13/1961** Pensioner Status: **InActive**
SSN: Gender: **M** Pension Plan: **63 Police/Fire Pension Fund**
EIN: **6091** Marital Status: **Married** Pension Class: **DROP Time Service Retirement**

Employment Data

Employment Index: **SHPP011PSRT**
Employment Date: **09/03/1986**
Adj. Employment Date:
Pension Service: **22 Yrs.**
Emp. Termination Date:
Emp. Termination Reason:

Pension Data

Original Retiree Name: **TERRENCE J COOPER** Pension Index:
EE Pension Date: **02/20/1987** EE Adj. Pension Date:
EE Retired/DROP Date: **10/24/2009** Spouse/Child Effective Date:
Annual Affidavit Date: COLA Start Date: **01/01/2011**
Pen. Termination Date: Pen. Termination Reason:

Pay Data

Pay Status: **N**
Pay Frequency: **Bi-Weekly**
Daily Rate: **135.766172**
Bi-Weekly Base: **1901.03**
Bi-Weekly COLA:
Bi-Weekly COLA Base:
Bi-Weekly Supplement: **50.77**
Tax Free Amount:
Grand Total: **1951.80**

DROP Data

DROP Index: **PFPF621PDROP**
Payroll Start Date: **11/06/2009**
Payroll End Date: **10/17/2014**
Bi-Weekly DROP Payment:
Remaining Principal: **0.00**
RLA Balance: **0.00**
Payout Periods:
Payout Option:

Notes



7.4 COLA

COLA is based on each prior annual benefit amount actually received (exclusive of onetime bonuses or adjustments) shall be provided to retirees and survivors.

Group A	Group B
COLA information will be manually entered.	COLA information will be manually entered.
Group C	
COLA information will be manually entered.	

7.4.1 Business Rules

Business Rules for Group A	
C1-A	<p>Modification to COLA calculation based on ordinance requirement below:</p> <p><i>Ordinance requirement:</i> For members with 20 or more years of credited service as of the Effective Date, beginning with the first bi-weekly pay period in the first January after commencement of benefit and in each subsequent first bi-weekly pay period in January, the recipient shall be granted a COLA in the amount of 3%.</p> <p>Note: This would be a change to the current process. Current calculation process may remain pending Police & Fire Pension review with City Council.</p>
Business Rules for Group B	
C1-B	<p>New data entry process will be added to compensate for ordinance requirement</p> <p><i>Ordinance Requirement:</i></p> <p>3% applied to the accrued benefit for years of service prior to the Effective Date plus the Social Security COLA (not to exceed 6%) applied to years of service on or after the Effective Date.</p> <p>Note: Direction regarding proration to be received from Police & Fire Pension pending their review with City Council.</p>
C2-B	COLA is applied beginning with the first bi-weekly pay period in the first January after commencement of benefit and in each subsequent first bi-weekly pay period in January.
Business Rules for Group C	
C1-C	<p>New data entry process will be added to compensate for ordinance requirement</p> <p><i>Ordinance Requirement:</i> COLA = lesser of 1.5% or Social Security COLA.</p>
C2-C	COLA is applied each January beginning the 3 rd January following the start of benefits.



Information Technologies Division
System Requirement Specification v1.00

7.4.2 Affected Screens & Processes

Apply COLA Increase

The screenshot shows a software window titled "Apply COLA Increase". It has a yellow header bar. Below the header, there are two main sections: "Date" and "COLA Details". The "Date" section includes an "Effective Date" dropdown menu set to "03/06/2009", and two checkboxes: "Non COLA Pensioners" and "Enable Update Button". The "COLA Details" section includes a "COLA Type" dropdown menu set to "Amount", a "Percentage" input field followed by a "%" symbol, and an "Amount" input field. Below these sections is a large "Results" area with a green background. At the bottom of the window is a "Total" section with four input fields: "Current COLA:", "New COLA:", "Increase:", and "Count:". At the very bottom of the window are four buttons: "Calculate", "Update", "New", and "Cancel".



7.5 Final Average Compensation (FAC)

Group A	Group B
Calculated is based on pay periods for the applicable Group.	Calculated is based on pay periods for the applicable Group.
Group C	
Calculated is based on pay periods for the applicable Group.	

7.5.1 Business Rules

Business Rules for Group A	
F1-A	FAC is based on 52 pay periods.
Business Rules for Group B	
F1-B	<u>FAC for employees with 5 or more years of service as of the effective date:</u> the FAC amount is based on the last 52 pay periods.
F2-B	<u>For employees with less than 5 years of services as of the effective date:</u> FAC is based on the last 104 pay periods. In no event shall FAC amount be less than it would have been using the 24 month period ending on the effective date.
Business Rules for Group C	
F1-C	FAC is based on the last 130 pay periods of employment. Includes shift and differential pay.
F2-C	Shift pay included in calculation may not exceed 125% of the shift pay earned during the 130 pay periods prior to the FAC period



Information Technologies Division
System Requirement Specification v1.00

7.5.2 Affected Screens & Processes

Set up Retiree

Set Up Retiree Step 4

Setup Wizard

Pension Service: 21 Yrs. 2 Mos. Age: 46

Pension Plan: 63 Police/Fire Pension Fund

Pension Class: Time Service Retirement

Retirement Date: 09/21/2009

☐ Participate Back DROP

Back DROP Retro Date: 09/21/2009 Back DROP Months:

<< Back Next >> Cancel

Retirement Estimate

Retirement Estimate Pension Plan

Setup Wizard

Pension Service: 21 Yrs. 2 Mos. Age: 46

Pension Plan: 63 Police/Fire Pension Fund

Pension Class: Time Service Retirement

Projected Retirement: 09/21/2009

☐ Participate Back DROP

Back DROP Retro Date: 09/21/2009 Back DROP Months:

Adjust Pension Date for Estimate: 06/23/1988

<< Back Next >> Cancel



Information Technologies Division
System Requirement Specification v1.00

7.6 Time Service Connection

Group A	Group B
No impact to benefits.	Impact to benefits if TSC results in group reassignment.
Group C	
TSC will not result in group reassignment.	

7.6.1 Business Rules

Business Rules for Group A	
T1-A	No changes in current processes.
Business Rules for Group B	
T1-B	Only Group B members who were in the process of buying back time as of the Effective Date will be eligible for reassignment to Group A.
T2-B	Reassignment to Group A will be based on the Adjusted Pension Date.
Business Rules for Group C	
T1-C	Since TSC cannot result in group reassignment there will be no impact to this group.



Information Technologies Division
System Requirement Specification v1.00

7.6.2 Affected Screens & Processes

Time Service Connection – TSC Details

Navigation to *Adjust the Pension Date*

Time Service Connection

Summary Details Balance Info Ded. History

TSC Details

Status: ☐ Pension Date Adjusted
☒ TSC Forced Completion

TSC Type: Type Of Purchase:

Last Month Salary: Calculation Date:

Available Time: Mos Days Available Amount:

Purchase Time: Mos Days Purchase Amount:

Deduction Amount: Max Ded. Amount:

Start Date: Expected End Date: Actual End Date:

Comments

Time Service Connection – Adjusted Pension Date

Will update Adjusted Pension Date which may change member grouping

Adjusted Pension Date

Adj. Pension Date History

Adj. Pension Date	Reason	Comments	Enter Date
-------------------	--------	----------	------------

New Adjusted Pension Date

New Date:

Reason:

Comments:



Information Technologies Division
System Requirement Specification v1.00

7.7 Vesting

Group A	Group B
5 years	5 years
Group C	
10 years	

7.7.1 Business Rules

Business Rules for Group A and Group B	
V1-AB	Pension Plan option remains the same: <ul style="list-style-type: none">• 63 Police/Fire Pension Fund• Duval County P&F Pension Fund
V2-AB	Pension Class option remains the same – <i>Vested Retirement</i> .
Business Rules for Group C	
V1-C	Restricted to new pension plan: <ul style="list-style-type: none">• New pension plan title to be determined.
V2-C	Pension Class option is the same as Group A & B – <i>Vested Retirement</i> .



Information Technologies Division
System Requirement Specification v1.00

7.7.2 Affected Screens & Processes

Set up Retiree

New pension plan will be available for selection

The screenshot shows a window titled "Set Up Retiree Step 4" with a "Setup Wizard" header. The form contains the following fields:

- Pension Service: 21 Yrs. 2 Mos. Age: 46
- Pension Plan: 63 Police/Fire Pension Fund
- Pension Class: Time Service Retirement
- Retirement Date: 09/21/2009
- ☐ Participate BackDROP
- Back DROP Retro Date: 09/21/2009 Back DROP Months:

At the bottom are buttons for "<< Back", "Next >>", and "Cancel".

Retirement Estimate

New pension plan will be available for selection

The screenshot shows a window titled "Retirement Estimate Pension Plan" with a "Setup Wizard" header. The form contains the following fields:

- Pension Service: 21 Yrs. 2 Mos. Age: 46
- Pension Plan: 63 Police/Fire Pension Fund
- Pension Class: Time Service Retirement
- Projected Retirement: 09/21/2009
- ☐ Participate Back DROP
- Back DROP Retro Date: 09/21/2009 Back DROP Months:
- Adjust Pension Date for Estimate: 06/23/1988

At the bottom are buttons for "<< Back", "Next >>", and "Cancel".



Information Technologies Division
System Requirement Specification v1.00

Pay Data

Ensure correct *Proj. Vested Ret. Date* on Pay Data Screen

Plan		Pay Components		
Pension Plan:	37 Police/Fire Pension Fund	Pen. Type:	Employee	
Pension Class:	DROP Bi-Weekly Payout			
Pension Index:	PFPF62137FTS	Length of Service:	47 Yrs MOS	
Pay Status		Pay Components		
Frequency:	Bi-Weekly	Days to be Paid:	14	
Pay Status:	Y	Daily Base Rate:	168.392857	
Adjustment:		Create Adjustment ...		
Tax		Pay Components		
<input type="checkbox"/> No Tax	Tax Marital Status:	Single	Exemption:	0
Fixed Withholding:	Additional Withholding:	75.00	Tax Percentage:	%
Tax Free Amount/PR:	Post Tax Begin Contribution:	18059.89	Post Tax Rem. Contribution:	17170.77
Dates		Pay Components		
Proj. Vested Ret. Date:	Retire/DROP Date:	01/09/1999	Spouse Effective Date:	
COLA Start Date:	Annual Cert. Date:	09/30/2004	Annual Cert. Flag:	Received
Retire Termination Date:	Termination Reason:			

Save Cancel



7.8 Retirement Age

Group A	Group B
No change to existing process.	No change to existing process.
Group C	
Increase in years required.	

7.8.1 Business Rules

Business Rules for Group A and Group B	
R1-AB	Employees are eligible to receive full retirement benefits after 20 years of service regardless of age.
Business Rules for Group C	
R1-C	Employees are eligible to receive full retirement benefits after 30 years of service regardless of age.



Information Technologies Division
System Requirement Specification v1.00

7.8.2 Affected Screens & Processes

Retirement Estimate

Group C members impacted by new 30 YOS requirement will be assigned to a new Pension Plan available

A screenshot of a software window titled "Retirement Estimate Pension Plan". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header is a banner area with a blue background and the text "Setup Wizard" in a large, stylized font. The main content area is white and contains several input fields and dropdown menus. The fields are: "Pension Service:" with sub-fields for "21 Yrs.", "2 Mos.", and "Age: 46"; "Pension Plan:" with a dropdown menu showing "63 Police/Fire Pension Fund"; "Pension Class:" with a dropdown menu showing "Time Service Retirement"; and "Projected Retirement:" with a dropdown menu showing "09/21/2009". Below these fields is a section with a checkbox labeled "Participate Back DROP" which is currently unchecked. Underneath the checkbox are two more fields: "Back DROP Retro Date:" with a dropdown menu showing "09/21/2009" and "Back DROP Months:" with an empty text box. At the bottom of the form is a field labeled "Adjust Pension Date for Estimate:" with a dropdown menu showing "06/23/1988". At the very bottom of the window are three buttons: "<< Back", "Next >>", and "Cancel".



7.9 Accrual Rate

Group A	Group B
No change to existing process	No change to existing process
Group C	
Percentage and maximum cap change	

7.9.1 Business Rules

Business Rules for Group A and Group B	
AR1-AB	3% for the first 20 years of service then 2% for each additional year of service with a maximum of 80% of Final Average Compensation
Business Rules for Group C	
AR1-C	2.5% for each year of service with a maximum cap that is 75% of the Final Average Compensation



Information Technologies Division
System Requirement Specification v1.00

7.9.2 Affected Screens & Processes

Retirement Estimate

Pension Benefit Amount/ Pension Base calculation

Estimate Manual Update

Setup Wizard

Pension Benefit

Pension Plan: **83 Police/Fire Pension Fund**

Pension Class: **Time Service Retirement**

Benefit Percent: **62.00**

Penalty Percent:

Pension Service: **21 Yrs. 2 Mos.** Age: **46**

Projected Retirement Date: **09/21/2009**

Pension Date: **06/23/1988** Adj. Pen. Date:

Daily Rate: **125.641852**

COLA Date: **01/01/2010** ☐ 415 Limit

Pension Benefit Amount

	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14

Back DROP

Back DROP Date:

Back DROP Months:

Lump Sum Benefit:

Lump Sum Interest:

Total Lump Sum:

PLOP

Emp. Date Of Birth:

Spouse Date Of Birth:

PLOP Percent:

PLOP Amount:

Monthly Benefit Amt.:

Set Up Retiree

Pension Benefit Amount/ Pension Base calculation

Set Up Retiree Step 6

Setup Wizard

Pension Benefit

Pension Plan: **83 Police/Fire Pension Fund**

Pension Class: **Time Service Retirement**

Benefit Percent: **62.00**

Penalty Percent:

Pension Service: **21 Yrs. 2 Mos.** Age: **46**

Retirement Date: **09/21/2009**

Pension Date: **06/23/1988** Adj. Pen. Date:

Daily Rate: **125.641852**

COLA Date: **01/01/2010** ☐ 415 Limit

Pension Benefit Amount

	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14

Back DROP

Back DROP Date:

Back DROP Months:

Lump Sum Benefit:

Lump Sum Interest:

Total Lump Sum:

PLOP

Emp. Date Of Birth:

Spouse Date Of Birth:

PLOP Percent:

PLOP Amount:

Monthly Benefit Amt.:



7.10 Early Retirement

Group A	Group B
Eligible to receive full retirement benefits at 20 years regardless of age.	Eligible to receive full retirement benefits at 20 years regardless of age.
Group C	
Early retirement <i>with immediate pension benefits</i> may occur only between 25 and 30 years of service.	

7.10.1 Business Rules

Business Rules for Group A and Group B	
ER1-AB	No change to current process.
Business Rules for Group C	
ER1-C	When retirement occurs between 25 and 30, the accrual rate penalty is 2.5% for each year short of 30 years. For example – If retirement occurs at 28 years, the member will incur a penalty of 2.5% times 2 (or 5%).
ER2-C	Years of Service will be prorated if early retirement occurs after the Years of Service anniversary date. Note: YOS rounding down calculation may be used pending confirmation by City Council.
ER3-C	Minimum pension will be less than 52.5% of employee's Final Average Compensation.
ER4-C	Any employee who leaves before 25 years of service with a vested retirement will have a benefit accrual rate of 2% for each year of service.
ER5-C	No benefit is paid until age 62 for an employee who retires before reaching 25 year of service (i.e. Vested Retirement).
ER6-C	Members receive a refund of 100% of member contributions prior to reaching 10 years of service. (This is because they are not vested and therefore have no option for vested retirement.) Note: Current refund functionality remains the same.



Information Technologies Division
System Requirement Specification v1.00

7.10.2 Affected Screens & Processes

Retirement Estimate

Pension Benefit Amount/ Pension Base calculation; Pension Benefit Amount will reflect penalties.

Estimate Manual Update

Setup Wizard

Pension Benefit

Pension Plan: **63 Police/Fire Pension Fund**

Pension Class: **Time Service Retirement**

Benefit Percent: **62.00**

Penalty Percent:

Pension Service: **21 Yrs.** **2 Mos.** Age: **46**

Projected Retirement Date: **09/21/2009**

Pension Date: **06/23/1988** Adj. Pen. Date:

Daily Rate: **125.641852**

COLA Date: **01/01/2010** ☐ 415 Limit

Pension Benefit Amount

	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14

Back DROP

Back DROP Date:

Back DROP Months:

Lump Sum Benefit:

Lump Sum Interest:

Total Lump Sum:

PLOP

Emp. Date Of Birth:

Spouse Date Of Birth:

PLOP Percent:

PLOP Amount:

Monthly Benefit Amt.:

Set Up Retiree

Pension Benefit Amount/ Pension Base calculation

Set Up Retiree Step 6

Setup Wizard

Pension Benefit

Pension Plan: **63 Police/Fire Pension Fund**

Pension Class: **Time Service Retirement**

Benefit Percent: **62.00**

Penalty Percent:

Pension Service: **21 Yrs.** **2 Mos.** Age: **46**

Retirement Date: **09/21/2009**

Pension Date: **06/23/1988** Adj. Pen. Date:

Daily Rate: **125.641852**

COLA Date: **01/01/2010** ☐ 415 Limit

Pension Benefit Amount

	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14

Back DROP

Back DROP Date:

Back DROP Months:

Lump Sum Benefit:

Lump Sum Interest:

Total Lump Sum:

PLOP

Emp. Date Of Birth:

Spouse Date Of Birth:

PLOP Percent:

PLOP Amount:

Monthly Benefit Amt.:



7.11 Back-DROP

Group A	Group B
Not eligible for Back-DROP.	Not eligible for Back-DROP.
Group C	
Eligible for Back-DROP.	

7.11.1 Business Rules

Business Rules for Group A	
BD1-A	Back-DROP option is disabled.
Business Rules for Group B	
BD1-B	Back-DROP option is disabled.
Business Rules for Group C	
BD1-C	When 30 years of service has been reached the member may employ Back-DROP for up to 5 years.
BD2-C	Any employee whose Back-DROP period includes years of svc less than 30 will incur a 2% accrual rate penalty for each of those years
BD3-C	Interest rate for Back-DROP = Actual Rate of Return of the Plan. This will be entered manually by the Pension Administrator.
BD4-C	In no year will the employee earn < 0% and > 10% regardless of Actual Rate of Return of the Plan. This will be entered manually by the Pension Administrator.



Information Technologies Division
System Requirement Specification v1.00

7.11.2 Affected Screens & Processes

Example of current General Pension process

Retirement Estimate

Retirement Estimate Pension Plan

Setup Wizard

Pension Service: 46 Yrs. 4 Mos. Age: 75

Pension Plan: 37 Gen Emp Pen Fund After 5/8/63

Pension Class: Time Service Retirement

Projected Retirement: 09/22/2009

☒ Participate Back DROP

Back DROP Retro Date: 10/07/2005 Back DROP Months: 47

Adjust Pension Date for Estimate: 06/08/1959

<< Back Next >> Cancel

Set Up Retiree

Set Up Retiree Step 4

Setup Wizard

Pension Service: 31 Yrs. 10 Mos. Age: 54

Pension Plan: 37 Gen Emp Pen Fund After 5/8/63

Pension Class: Time Service Retirement

Retirement Date: 09/23/2009

☒ Participate Back DROP

Back DROP Retro Date: 10/07/2005 Back DROP Months: 47

<< Back Next >> Cancel



Information Technologies Division
System Requirement Specification v1.00

7.12 Disability Pension

Group A	Group B
No change to current process.	No change to current process.
Group C	
Decrease in available benefits.	

7.12.1 Business Rules

Business Rules for Group A	
D1-A	No change. Will continue to be provided at 60% of the average salary for the last 2 years.
Business Rules for Group B	
D1-B	No change. Will continue to be provided at 60% of the average salary for the last 2 years.
Business Rules for Group C	
D1-C	Disability pension will be provided at 50% of earnings base.



Information Technologies Division
System Requirement Specification v1.00

7.12.2 Affected Screens & Processes

Retirement Estimate

Pension Benefit Amount/ Pension Base calculation; Pension Benefit Amount will reflect disability pay out

The screenshot shows the 'Estimate Manual Update' window with the 'Setup Wizard' title. The 'Pension Benefit' section includes fields for Pension Plan (03 Police/Fire Pension Fund), Pension Class (Time Service Retirement), Benefit Percent (62.00), Penalty Percent, Pension Service (21 Yrs, 2 Mos., Age 46), Projected Retirement Date (09/21/2009), Pension Date (06/23/1988), Daily Rate (125.641852), and COLA Date (01/01/2010). The 'Back DROP' section includes Back DROP Date, Back DROP Months, Lump Sum Benefit, Lump Sum Interest, and Total Lump Sum. The 'PLOP' section includes Emp. Date Of Birth, Spouse Date Of Birth, PLOP Percent, PLOP Amount, and Monthly Benefit Amt. A table shows Pension Benefit Amount calculations for Bi-Weekly and Monthly options. The 'Gross' total is 3916.14.

Pension Benefit Amount	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14

Set Up Retiree

Pension Benefit Amount/ Pension Base calculation

The screenshot shows the 'Set Up Retiree Step 6' window with the 'Setup Wizard' title. The 'Pension Benefit' section includes fields for Pension Plan (03 Police/Fire Pension Fund), Pension Class (Time Service Retirement), Benefit Percent (62.00), Penalty Percent, Pension Service (21 Yrs, 2 Mos., Age 46), Retirement Date (09/21/2009), Pension Date (06/23/1988), Daily Rate (125.641852), and COLA Date (01/01/2010). The 'Back DROP' section includes Back DROP Date, Back DROP Months, Lump Sum Benefit, Lump Sum Interest, and Total Lump Sum. The 'PLOP' section includes Emp. Date Of Birth, Spouse Date Of Birth, PLOP Percent, PLOP Amount, and Monthly Benefit Amt. A table shows Pension Benefit Amount calculations for Bi-Weekly and Monthly options. The 'Gross' total is 3916.14.

Pension Benefit Amount	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14



7.13 Benefit Cap

Group A	Group B
No change in current process.	No change in current process.
Group C	
Benefit cap applied.	

7.13.1 Business Rules

Business Rules for Group A	
B1-A	No benefit cap exists.
Business Rules for Group B	
B1-B	No benefit cap exists
Business Rules for Group C	
B1-C	Initial benefit cap will be \$99,999.
B2-C	Benefit cap will be indexed to inflation. Annual cap increase will be lesser of 1.5% or the Social Security COLA.



Information Technologies Division
System Requirement Specification v1.00

7.13.2 Affected Screens & Processes

Retirement Estimate

Pension Benefit Amount/ Pension Base calculation; Pension Benefit Amount will reflect disability pay out

The screenshot shows the 'Estimate Manual Update' window with the 'Setup Wizard' title. The 'Pension Benefit' section includes fields for Pension Plan (Police/Fire Pension Fund), Pension Class (Time Service Retirement), Benefit Percent (62.00), Penalty Percent, Pension Service (21 Yrs, 2 Mos, Age: 46), Projected Retirement Date (09/21/2009), Pension Date (06/23/1988), Adj. Pen. Date, Daily Rate (125.641852), and COLA Date (01/01/2010). The 'Back DROP' section includes Back DROP Date, Back DROP Months, Lump Sum Benefit, Lump Sum Interest, and Total Lump Sum. The 'PLOP' section includes Emp. Date Of Birth, Spouse Date Of Birth, PLOP Percent, PLOP Amount, and Monthly Benefit Amt. The 'Pension Benefit Amount' table shows Bi-Weekly and Monthly values for Pension Base, Supplement, COLA, and Gross.

	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14

Set Up Retiree

Pension Benefit Amount/ Pension Base calculation

The screenshot shows the 'Set Up Retiree Step 6' window with the 'Setup Wizard' title. The 'Pension Benefit' section includes fields for Pension Plan (Police/Fire Pension Fund), Pension Class (Time Service Retirement), Benefit Percent (62.00), Penalty Percent, Pension Service (21 Yrs, 2 Mos, Age: 46), Retirement Date (09/21/2009), Pension Date (06/23/1988), Adj. Pen. Date, Daily Rate (125.641852), and COLA Date (01/01/2010). The 'Back DROP' section includes Back DROP Date, Back DROP Months, Lump Sum Benefit, Lump Sum Interest, and Total Lump Sum. The 'PLOP' section includes Emp. Date Of Birth, Spouse Date Of Birth, PLOP Percent, PLOP Amount, and Monthly Benefit Amt. The 'Pension Benefit Amount' table shows Bi-Weekly and Monthly values for Pension Base, Supplement, COLA, and Gross.

	Bi-Weekly	Monthly
Pension Base:	1758.99	3811.14
Supplement:	48.46	105.00
COLA:		
Gross:	1807.45	3916.14



8 TRAINING REQUIREMENTS

- Police and Fire Pension will receive instruction regarding new screens and processes to be implemented in JaxPension.

9 TEST STRATEGY

There will be 3 levels of testing performed and a stress test if required.

1. Unit –done by the developer
2. System/Integration – done by QA.
3. User Acceptance – done by the Pension Office.



10 APPROVERS AND REVIEWERS

10.1 Approvers

Role	Name/Title	Date
Business Sponsor	John Keane, Executive Director – Administrator X _____	
Business Sponsor	Chuck Hayes, Pension Benefits Manager X _____	
Business Sponsor	Steve Lundy, Pension Benefits Specialist/ Economic Research X _____	



Information Technologies Division
System Requirement Specification v1.00

10.3 Reviewers

Role	Name/Title	Date
ITD Manager	Ken Lathrop, Interim CIO, Division Chief X _____	
ITD Manager	Mamta Gupta, Application Support Manager X _____	
Developer	Chris Callahan X _____	
Developer	Amalnath Velu X _____	
Business Systems Analyst	Cheryl Bradley X _____	



11 GLOSSARY

Term / Acronym	Definition
Effective Date	The date the Pension Reform became effective. Effective Date is equal to June 19, 2015.
EDYOS	Effective Date Years of Service. This is a calculation of years of service based on the pension reform effective date in order to classify individuals into their applicable pension benefits group – i.e. A, B, or C.
JFRD	Jacksonville Fire and Rescue Department
JSO	Jacksonville Sheriff's Office.
ITD	Information Technologies Division
New Hire	Newly hired employee including rehired employees and employees who have transferred from part-time to full-time status.
SRS	System Requirements Specifications
TSC	Time Service Connection