

3.0 FUNCTIONAL REQUIREMENTS

This section specifies the functional requirement specifications to be implemented for NPPS Phase II. The functional requirements are described as processing specifications for the following areas.

- Capabilities
- Security
- Database
- Interfaces
- Reporting

The processing specifications are based on the definition of the requirement specifications provided by the NPPS IPUC and the following federal publications.

- Federal Personnel Manual
- Treasury Financial Manual
- NASA Financial Management Manual
- NASA Management Instructions

The set of processing specifications described in this document represent the baseline requirements as defined for the implementation of NPPS. Where differences exist between the above publications and specifications in this document, the specifications herein shall govern until the specification is changed through the normal NPPS Configuration Control Board process.

Section 3.0 has been divided into subsections which contain data relating to a NPPS functional area. To facilitate user readability, each subsection has an independent page numbering system.

THIS PAGE INTENTIONALLY LEFT BLANK.

3.1 CAPABILITIES

The following is a summary of the required NPPS processing capabilities. NPPS shall, to the maximum practical extent, automate the functions required to accomplish the personnel and payroll processing requirements of the agency.

- Capability to process personnel and payroll actions for other government agency (non-NASA) employees and identify these employees as completely separate from the NASA installation work force
- Capabilities to assist and support the activities associated with employee record administration (including the data entry, modification, and validation of personnel actions required to maintain the employee information required by regulatory and agency requirements)
- Preparation of the Request for Personnel Action (SF 52)
- Preparation of the Notification of Personnel Action (SF 50), and scheduled follow-up notifications
- Capabilities for an audit history of actions affecting an employee
- Capabilities supporting data entry and collection of personnel actions
- Computation of employee pay, leave accounting, and tax reporting based on Time and Attendance (T&A) input in accordance with appropriate governing documents
- Capabilities to assist in the preparation and processing of mass or global actions affecting a large segment of the work force
- Capabilities supporting the verification and control of payroll processes, verification of employment, management information requests, and special analysis by providing capabilities for query, display, ad hoc reporting, and process reporting
- Capabilities for complete history of personnel actions and a history of employee pay and leave status by pay period with the capability to view and selectively modify
- Capabilities to purge inactive employee records from the active database; archive and recall history information via a magnetic media
- Capabilities to support the application of retroactive pay increases and partial payroll processing (a full pay period process to be completed in two processes)
- Capabilities to assist and support the preparation and processing of those employee actions that are required on scheduled dates and/or that affect a specific identifiable group of employees requiring the same action

- Capabilities to identify NASA employees as part of a facility for query reporting and printing purposes