

## **7.0 INSTALLATION REQUIREMENTS**

The NPPS shall be installed at the following NASA sites.

- Ames Research Center
- Goddard Space Flight Center
- Johnson Space Center
- Kennedy Space Center
- Langley Research Center
- GlennLewis Research Center
- Marshall Space Flight Center
- NASA Headquarters
- Stennis Space Center

**NOAC: 916**

**Data Element Name**

**SRS Reference**

This NOAC Contains no generated fields.

**W-4 New Hire Dataset  
W4 Transmitter Record (H4 Header Record)**

Field Number	Length	Column	Source Data Field	Remarks
1	2	1-2	'H4'	Identifies header record
2	2	3-4	Blank	State FIPS code (for states only)
3	9	5-13	INSTALL-FED-ID-W2 NPS2-INSTALL-TBL for Marshall 630422638. Will be Marshall number for all centers because Marshall is the transmitter	from Federal Agency Code (for federal agencies only)
4	2	14-15	'W4'	'W4' for W4 data
5	1	16	Blank	
6	2	17-18	'01'	Must be '01', controlled by OCSE
7	8	19-26	YYYYMMDD system date	Format = YYYYMMDD Must be current system date of file generation
8	6	27-32	<del>0000PP 000001 for first transmission. 000002 for re-transmit, etc.</del>	Sequential number to identify a submission as unique <u>using pay period number preceded by zeroes with an option to input manually</u>
9	769	33-801	Blank	Spaces To be used for future versions

**REPORT 818****FUND SOURCE 1 REPORT****PAYROLL****PURPOSE:**

The purpose of this report is to provide information related to the expenditure of Fund Source 1 dollars and man-hours during the current pay period as well as the current FTE Fiscal Year to date. This information is needed by budget and manpower analysts for reporting actuals and for making projections in order to manage both the budget and the manpower allocations. The FTE Fiscal Year is defined as beginning with the pay period covering the first of October and ending with the accumulation of 26 pay periods thereafter. When run for Fiscal Year 1995, the start date will be 10/2 instead of 10/1.

The ability of this report to meet the purpose intended by the user community is limited as follows: Adjustments are made by payroll to the current pay period due to changes in prior pay periods (prior pay periods are not adjusted--NPPS does not support retroactive processing). These adjustments can be for prior fiscal years. Identification of which prior pay period caused the adjustment is not available. Only those data elements that affect the employees' pay or benefits or those elements that are essential to payroll for other accounting are adjusted. In some cases, only accumulated elements are adjusted. Payroll elements are accumulated for the leave year or the pay year, according to payroll needs, and are never accumulated for the FTE fiscal year; therefore, the accumulated data cannot be used for this report, and accumulating the biweekly pay period data will not include the adjustments. Example: LWOP: Used B/W, which is used in several lines to accumulate LWOP hours. Payroll makes adjustments to accumulated LWOP data fields, never to the LWOP: Used B/W field. Another problem in the use of the biweekly LWOP data exists because NPPS does not accommodate partial pay periods for other than new hires and terminations that have matured. When an employee is hired, is terminating, or is changing from PT to FT or vice versa, and the action has not matured from personnel by the time payroll must complete the time & attendance information, the pay period will have as many LWOP hours as needed to make the period hours equal 80. These LWOP: Used B/W hours are never changed; only the accumulated LWOP hours are adjusted in the next pay period.

Other limits to its usefulness include (1) if an active NASA employee is not paid through NPPS; i.e., employee is located out of the country and is paid through the State Department, the report reflects employee as LWOP, specifically showing up as "employees not paid" and "Incidental LWOP," and (2) since a lot of the items in the report are specific-NOAC driven, the use of a 991 NOAC to change personnel fields that affect lines and columns is a problem. For example, if a 991 NOAC is processed to correct position type (to a value that crosses columns) in a different pay period from the original action, the B/W report which should reflect the original action will be wrong. If the personnel actions history is corrected, however, the YTD report will be correct.

The FUND SOURCE 1 report can be produced for different time periods--biweekly or FTE YEAR-TO-DATE and within the selected time period for different populations: CSRS only, FERS only, OTHER than CSRS/FERS, and total of all employees. The default is BIWEEKLY for all employees. The FTE report is always for all employees. Use a heading of BIWEEKLY FOR the current pay period or FTE YEAR-TO-DATE for the entire pay year; and display the pay period dates and number.

**CONTENT:** Actual costs for Fund Source 1.

**SEQUENCE:** By Center, OIG, or Agency.

See Next Pages for Report Layouts.

**REPORT 818 FUND SOURCE 1 REPORT**

PAYROLL

**SELECTION CRITERIA:**

Installation code equals user designated center code or Agency.

BIWEEKLY: Read the PAY-MASTER and PER-HISTORY files for the current pay period.

CSRS only = retirement plan 1, 6, C, E, R, T

FERS only = retirement plan K, M, N

OTHER than CSRS/FERS = retirement plan equal 2 or 4

TOTAL of all employees = reactivation indicator not equal 3

FTE YEAR-TO-DATE: (always all employees)

Read the data from the PAY-HISTORY file and match it with the PER-HISTORY file. Use the Position Type, Pay Plan, CO-OP Degree Level, and Organization: Assigned from the personnel history transaction reflecting the personnel information in effect at the end of each Pay Period. If Pay Period start and end months are less than 10, reduce the year by 1 to start at the pay period that spans OCT 1 of the prior year (fiscal year 1995 starts on 10/2). Always display the accurate start and ending pay period dates.

ORGANIZATION: Assigned equals one of the following user designated selection options:

INCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

EXCLUDE only the Organization: Assigned code (up to 5 characters)\* as specified.

All Organization: Assigned codes.

\* NPPS will select based on the characters entered; i.e., "A" will select all Organization: Assigned codes beginning with "A." If Headquarters is selected, then the OIG office will be broken out as though it were a separate center.

**PAGES 1 & 3**

CEILING-FULL-TIME PERMANENTS = Position Type 6, 7, or (0 w/ co-op level = I)

SES	=	Pay Plan ES
GS/GM	=	Pay Plan GS or GM
WAGE	=	Pay Plan W\$ or X\$ (\$ = any value)
OTHER	=	All other Pay Plans
TOTAL	=	Sum of SES + GS / GM + WAGE + OTHER

**PAGES 2 & 4**

CEILING-OTHER THAN FULL TIME PERMS = Position Type 3, 5, 8

PT-PERM	=	Position Type 8 and Work Schedule Code not equal I
SUMMER	=	Position Type 3 and Work Schedule Code not equal I
TEMP & OTHER	=	Position Type 5 and Work Schedule Code not equal I
INTERMITTENT	=	Work Schedule Code equal I
TOTAL	=	Sum of PT-PERM + SUMMER + TEMP + OTHER + INTERMITTENT

NON-CEILING = Position Type 1, 2, 4, 9 or (0 w/ coop level = G, U, N, P, H)

COOP	=	Position Type 1 or (0 w/ coop level = G, U, N, P, H)
OTHER	=	Position Type 2, 4, 9
TOTAL	=	Sum of COOP + OTHER

TOTAL of all employees = sum of FULL-TIME Permanents total + OTHER than FTP total + NON-CEILING total (items 70-73 exclude amounts for Full Time Permanents)

Dollar and hour amounts must contain all employees including Reactivation Status of 3. Reactivation status is ignored when counting for items 7, 37, 42.



**NON-PERSONNEL ACTION CASH AWARDS EDIT LISTINGS SUMMARY  
DATA ELEMENTS  
REPORT 117**

b - j includes data for Award Type Code = 'V' and Award ICB Category Code = 'M'

- b. Count of awards if Award Adjustment Indicator = blank
- c. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- d. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- e. Sum of Award Federal Tax Deduction Amount
- f. Sum of Award State Tax Deduction Amount
- g. Sum of Award City Tax Deduction Amount
- h. Sum of Award OASDI Deduction Amount
- i. Sum of Award HIT Deduction Amount
- j. Sum of Award Net Amount

k. ~~A~~+J + S + b + t

l. ~~B~~+K + T + c + u

m. ~~C~~+L + U + d + v

n. ~~D~~+M + V + e + w

o. ~~E~~+N + W + f + x

p. ~~F~~+O + X + g + y

q. ~~G~~+P + Y + h + z

r. ~~H~~+Q + Z + i + 1

s. ~~I~~+R + a + j + 2

t - 2 includes data for Award Type Code = 'V' and Award ICB Category Code = 'R'

- t. Count of awards if Award Adjustment Indicator = blank
- u. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'G'
- v. Sum of Award Gross Amount if Award Recipient Government Employee Indicator = 'N'
- w. Sum of Award Federal Tax Deduction Amount
- x. Sum of Award State Tax Deduction amount
- y. Sum of Award City Tax Deduction amount
- z. Sum of Award OASDI Deduction Amount
- 1. Sum of Award HIT Deduction Amount
- 2. Sum of Award Net Amount

<b>PYCO</b>	N/A	221	N/A	243	Restored		260	<b>261</b>	262	PYCO	N/A	300	PYCO	N/A	323	
<b>Earn</b>	222	223	244	245	Used Curr	263	264	<b>265</b>	266	Used	301	302	Earn	324	325	
<b>Used</b>	224	225	246	247	Dontd Curr	267	268	<b>269</b>	270	Received	303	304	Used	326	327	
<b>RIC</b>	226	227	248	249	Dotd Rtd Curr	271	272	<b>273</b>	274	Returned	305	306	Forf	328	329	
<b>Restricted</b>	228	229	250	251	Balance		275	<b>276</b>	277	Balance		307	BAL		330	
<b>Donated</b>	230	231	N/A	N/A	Expiration Date(s):		278	279	280							
<b>Don Returned</b>	232	<b>233</b>	N/A	N/A	<b>COMPENSATORY (REG)</b>			<b>EXT COMP TIME</b>		<b>REL COMP TIME</b>		TOA Time off Awd		<b>MILITARY LEAVE</b>		
<b>Earned Bal</b>	234		252		<b>Desc</b>	Curr PP	YTD	Curr PP	YTD	Curr PP	YTD	AWD	BAL	PYCO Days	<b>331</b>	
<b>Adv Balance</b>	235		<b>ADVANCED SICK</b>		<b>Earn</b>	281	282	N/A	N/A	308	309	1	316	Used Ytd <a href="#">DysHrs</a>	<b>332</b>	
<b>Unearned Adv</b>	236		Adv YTD	253	Used	283	284	294	295	310	311	2	317	Used B/W <a href="#">HrsYtd-Dys</a>	333	
<b>PT C/O Hrs</b>	237		Used Cum	254	Forf	285	286	296	297	312	313	3	318	BalanceUsed <a href="#">BAW Hrs</a>	334	
<b>Use/Lose</b>	238		Used Ytd	255	Stat Cut	287	288	N/A	N/A	N/A	N/A	4	319	<b>OTHER LEAVE</b>		
<b>Use/Lose Date</b>	239		Repaid Ytd	256	Paid	289	290	N/A	N/A	N/A	N/A	5	320	Desc	Curr	YTD
<b>Leave Cat</b>	240		Balance	257	Balance	291		298		314		6	321	LWOP	335	336
<b>Leave Ceiling</b>	241		Exp Date	258	PYCO	292		EXP BY NEXT PP:		U/L BY NEXT PP:		NEXT EXP DATE:		AWOL	337	338
<b>WEB ADDR:</b>	242				U/L BY NEXT PP:	293		299		315		322		SUSP	339	400

Number	Field Description	Data Description
204	Fund S Match	Future Catagory
205	Fund S YTD	Future Catagory
206	Fund I Curr	Future Catagory
207	Fund I Basic	Future Catagory
208	Fund I Match	Future Catagory
209	Fund I YTD	Future Catagory

**Bond Section:**

Number	Field Description	Data Description
210	Bond 1 Balance	Bond Balance for 1st Bond
211	Bond 2 Balance	Bond Balance for 2nd Bond
212	Bond 3 Balance	Bond Balance for 3rd Bond
213	Bond 4 Balance	Bond Balance for 4th Bond
214	Other Balance	Bond Balance for 5th thru 10th

**Cumulative Retirement/Military Deposit Section:**

Number	Field Description	Data Description
215	CSRS	Civil Service Retirement System Cumulative Amount
216	FERS	Federal Employees Retirement System Cumulative Amount
217	MIL <a href="#">CUMDEP</a>	Military Deposit <a href="#">Cumulative DeductionRequired</a> Amount
218	MIL INT	Military Deposit Cumulative Interest Amount
219	MIL BAL	Military Deposit Current Balance Due Amount

**Remark Section (Number 220):**

The Remark Section may contain comments provided by the Consolidated Payroll Office (CPO) for any type of payroll notification for each center.

**Compensatory (Regular) Leave Section:**

Number	Field Description	Data Description
281	<b>Earn Curr PP</b>	Earned Current Pay Period
282	<b>Earn YTD</b>	Earned Year to Date
283	<b>Used Curr PP</b>	Used Current Pay Period
284	<b>Used YTD</b>	Used Year to Date
285	<b>Forf Curr PP</b>	Forfeited Current Pay Period
286	<b>Forf YTD</b>	Forfeited Year to Date
287	<b>Stat Cut Curr PP</b>	Statutory Cut Current Pay Period
288	<b>Stat Cut YTD</b>	Statutory Cut Year to Date
289	<b>Paid Curr PP</b>	Paid Current Pay Period
290	<b>Paid YTD</b>	Paid Year to Date
291	<b>Balance Curr PP</b>	Year to Date Balance
292	<b>PYCO</b>	Prior Year Carry Over
293	<b>U/L BY NEXT PP:</b>	Use or Lose Hours Before Next Pay Period

**Extended Compensatory Time (EXT COMP TIME) Section :**

Number	Field Description	Data Description
294	<b>Used Curr PP</b>	Used Current Pay Period
295	<b>Used YTD</b>	Used Year to Date
296	<b>Forf Curr PP</b>	Forfeited Current Pay Period
297	<b>Forf YTD</b>	Forfeited Year to Date
298	<b>Balance</b>	Year to Date Balance
299	<b>EXP BY NEXT PP:</b>	Number of Hours to Expire by Next Pay Period

**Donated Leave Recipient (RECPT) Section:**

Number	Field Description	Data Description
300	<b>PYCO YTD</b>	Prior Year Carry Over Year to Date
301	<b>Used B/W</b>	Used Current Pay Period
302	<b>Used YTD</b>	Used Year to Date
303	<b>Received B/W</b>	Received Current Pay Period
304	<b>Received YTD</b>	Received Year to Date
305	<b>Returned Curr PP</b>	Returned Current Pay Period
306	<b>Returned YTD</b>	Returned Year to Date
307	<b>Balance YTD</b>	Year to Date Prior Year Carry Over plus YTD Received minus YTD Used minus YTD Returned equals YTD Balance

**Other Leave Section:**

Number	Field Description	Data Description
335	<b>LWOP Curr</b>	Leave Without Pay Hours Current Pay Period
336	<b>LWOP YTD</b>	Leave Without Pay Hours Year to Date
337	<b>AWOL Curr</b>	Absent Without Leave Hours Current Pay Period
338	<b>AWOL YTD</b>	Absent Without Leave Hours Year to Date
339	<b>SUSP Curr</b>	Suspension Hours Current Pay Period
340	<b>SUSP YTD</b>	Suspension Hours Year to Date
<a href="#">341</a>	<a href="#">WG/Shift2 Biwk Hrs.</a>	<a href="#">Wage Grade Shift2 Biweekly Hours</a>
<a href="#">342</a>	<a href="#">WG/Shift2 Biwk Amt</a>	<a href="#">Wage Grade Shift2 Amount Paid</a>
<a href="#">343</a>	<a href="#">WG/Shift2 Adj Amt</a>	<a href="#">Not Applicable</a>
<a href="#">344</a>	<a href="#">WG/Shift2 YTD Earn</a>	<a href="#">Not Applicable</a>
<a href="#">345</a>	<a href="#">WG/Shift3 Biwk Hrs.</a>	<a href="#">Wage Grade Shift3 Biweekly Hours</a>
<a href="#">346</a>	<a href="#">WG/Shift3 Biwk Amt</a>	<a href="#">Wage Grade Shift3 Amount Paid</a>
<a href="#">347</a>	<a href="#">WG/Shift3 Adj Amt</a>	<a href="#">Not Applicable</a>
<a href="#">348</a>	<a href="#">WG/Shift3 YTD Earn</a>	<a href="#">Not Applicable</a>

## SELECTION CRITERIA

Includes employees with following criteria:

- Installation Code equal to user designated Center Code
- B/W Pay or B/W Deductions greater than zero

**RETENTION REGISTER  
REPORT 252**

- A. Competitive Area description found in table TCMPAREA
- B. Position Occupied
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
 

<u>Supv Code</u>	<u>Group</u>	<u>Description</u>
2	1	SUPV
4, 5, 6, 8, <del>77</del>	2	NON-SUPV
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group
  - If Tenure Code = 0, GRP = 0
  - If Tenure Code = 1, GRP = I
  - If Tenure Code = 2, GRP = II
  - If Tenure Code = 3, GRP = III
  - If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date, the Tenure Code will be set to 1.
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
     Veteran Preference Subgroup = AD
  - If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = A
  - If Veteran Preference RIF = N:  
 Veteran Preference Subgroup = B
- L. Veteran Preference
- M. Veteran Preference RIF
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank
  - Title: NASA
  - else Title: OPM
- P. Position: Description Number
- Q. Performance Rating: Current
- R. Empl Crnt Rtg Efctv Date\*
- S. Performance Rating: Prior 1
- T. Empl Prior1 Rtnng Efctv Date\*
- U. Performance Rating: Prior 2
- V. Empl Prior2 Rtnng Efctv Date\*
- W. SCD:RIF if present, else SCD:Leave
- X. If FSCD: RIF not = 0
  - Adjusted FSCD = SCD: RIF - SCAVG
  - else Adjusted FSCD = SCD: Leave - SCAVG

**RETENTION REGISTER  
REPORT 252C**

- A. Competitive Area description found in table TCMPAREA
- B. Position Occupied
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
- | <u>Supv Code</u>         | <u>Group</u> | <u>Description</u> |
|--------------------------|--------------|--------------------|
| 2                        | 1            | SUPV               |
| 4, 5, 6, 8, <del>7</del> | 2            | NON-SUPV           |
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group  
 If Tenure Code = 0, GRP = 0  
 If Tenure Code = 1, GRP = I  
 If Tenure Code = 2, GRP = II  
 If Tenure Code = 3, GRP = III  
 If Tenure Code = 2 and Tenure:Ending Date is less than or equal to the RIF Effective Date the Tenure Code will be set to 1.
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = AD  
 If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
 Veteran Preference Subgroup = A  
 If Veteran Preference RIF = N:  
 Veteran Preference Subgroup = B
- L. Veteran Preference
- M. Veteran Preference RIF
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank  
 Title: NASA  
 else Title: OPM
- P. Position: Description Number
- Q. Performance Rating: Current
- R. Empl Crnt Rtg Efctv Date\*
- S. Performance Rating: Prior 1
- T. Empl Prior1 Rtnng Efctv Date\*
- U. Performance Rating: Prior 2
- V. Empl Prior2 Rtnng Efctv Date\*
- W. SCD:RIF if present, else SCD:Leave
- Y. If FSCD: RIF not = 0  
 Adjusted FSCD = SCD: RIF - SCAVG  
 else Adjusted FSCD = SCD: Leave - SCAVG

**TENURE COMPLETIONS DURING RIF PERIOD  
DATA ELEMENTS  
REPORT 252D**

- A. Competitive Area Description found in table TCMPAREA
- B. Position Occupied Description found in table TPOSOCC
- C. SSN
- D. Employee Name (Last, First, MI, Gen)
- E. Tenure Code
- F. Tenure: Ending Date
- G. Pay Plan
- H. Grade: Current
- I. Work Schedule Code
- J. Supervisory Group Code Description  

<u>Supv Code</u>	<u>Group</u>	<u>Description</u>
2	1	SUPV
4, 5, 6, 8, <u>7</u>	2	NON-SUPV
- K. NASA Classification Code
- L. Competitive Level

SELECTION CRITERIA:

- Installation code equal to user designated center code
- Tenure Code equal to 2
- Tenure: Ending Date less than or equal to the RIF Cutoff Date
- Duty Status not equal to 'Z' or 'M'
- Employee Indicator equals blank or (Employee Indicator not equal blank and Pay Plan not equal blank)
- Agency Code equals user designated Agency Code if entered

**RETENTION REGISTER LITE  
DATA ELEMENTS  
REPORT 255**

- A. Competitive Area description found in table TCMPAREA (if TCMPAREA blank, print Duty Station description from table TDTYSTN)
- C. Pay Plan, except for GS and GM which are combined as GS/GM
- D. Grade: Current
- E. Supervisory Group Code Description
- | <u>Supv Code</u>     | <u>Group</u> | <u>Description</u> |
|----------------------|--------------|--------------------|
| 2                    | 1            | SUPV               |
| 4, 5, 6, 8, <u>7</u> | 2            | NON-SUPV           |
- F. NASA Classification Code
- G. Occupational Code
- H. Competitive Level
- J. Tenure Code Group  
If Tenure Code = 0, GRP = 0  
If Tenure Code = 1, GRP = I  
If Tenure Code = 2, GRP = II  
If Tenure Code = 3, GRP = III
- K. If Veteran Preference = 6 and Veteran Preference RIF = Y:  
    Veteran Preference Subgroup = AD  
  
If Veteran Preference Not = 6 and Veteran Preference RIF = Y:  
    Veteran Preference Subgroup = A  
  
If Veteran Preference RIF = N:  
    Veteran Preference Subgroup = B
- N. Employee Name (Last, First, MI, Gen)
- O. If Title: OPM is blank  
    Title: NASA  
    else Title: OPM
- P. The 3 Performance Ratings and their effective dates used in the computation of SC1, SC2 and SC3 in Y below.
- Y. SCD:RIF if present, else SCD:Leave  
If FSCD: RIF not = 0  
    Adjusted FSCD = SCD: RIF - SCAVG  
    else Adjusted FSCD = SCD: Leave - SCAVG  
SCAVG = Average of Service Credit Years = SC1 + SC2 + SC3 / 3.  
Establish 3 Service Credits (SCs) based on the most current ratings.  
Select (up to 3 ratings) based on the following:
- Performance Rating: (Cur, Prior1, Prior2, Prior3) = 1, 2, 3, 4, or 5,  
    and  
    Performance Rating Effective Date (Cur, Prior1, Prior2, Prior3) is not blank or 00/00/00  
    and  
    Performance Rating Effective Date is equal to or less than RIF Cutoff Date
  - If Performance Rating = 0, do not select

The capability shall be provided to mark the T&A in error status if Graduate Leave is reported by permanent, full-time Coop employees (Position Code = 0).

#### 3.1.3.2.1-108

The capability shall be provided to mark the T&A in error status if Credit Hours Leave is reported by appointees with Pay Plan equal to ES or EX or employees not on flexi-tour (Flexi-Tour Indicator = blank).

#### 3.1.3.2.1-109

The capability shall be provided to mark the T&A in error status if Restored Leave is reported by worker trainees (Position Code = 4).

#### 3.1.3.2.1-110

The capability shall be provided to mark the T&A in error status if Military Leave is reported by the following.

- Part-time Coops (Position Code = 1, Tenure Code = 1 or 2)
- Temporary Employees (Position Code = 1, 3, or 5 and Tenure Code = 0) or (Position Code = 1, 3, and Tenure Code = 3) ~~or 3~~
- Youth Opportunity (Position Code = 2)
- Military Leave: Used B/W Hours > (Military Leave: Bal Days FYTD x 8)
- Value is not a multiple of 8 when Compressed Work Week Flag equals blank

#### 3.1.3.2.1-111

The capability shall be provided to mark the T&A in error status for any employee whose work schedule is intermittent (Work Schedule = I) and any leave is reported.

#### 3.1.3.2.1-112

The capability shall be provided to mark the T&A in error status when COP Leave is reported unless at least one value of COP Leave Date Limit has been previously established for the employee.

#### 3.1.3.2.1-113

The capability shall be provided to mark the T&A in error status if the total regular hours, paid leave hours, and non-paid leave hours is not equal to 40 hours per week for each employee except those meeting the following criteria.

- New employees for the current pay period

3.1.3.1.3-106

The capability shall be provided to update the employees Thrift Savings Plan Separation Flag to a '1' when the Home Mailing Address is changed; and Retirement Code is equal to 'M', 'N', or 'K'; and TSP Status Code equal to 'Y', 'N', 'T', or 'E'; and Retirement Code not equal to 'M', 'N', or 'K'; and TSP Status Code equal to 'Y', 'N', 'T', or 'E'.

**3.1.3.1.3-200 Tour of Duty**

The capability shall be provided to establish tour of duty data required for payroll processing and reporting.

3.1.3.1.3-201

The capability shall be provided to enter and modify the employee's daily tour shift hours, from and to (Tour of Duty Shift: From and Tour of Duty Shift: To). The employee T&A shall be processed as an irregular tour employee if the daily tour shift hours are blank or zero. (Refer to Paragraphs 3.1.3.2.1-116 and 3.1.3.2.2.1-100.) Other values of these fields are subject to local option only.

3.1.3.1.3-202

The capability shall be provided to identify employees who are participating in a flexi-tour program (eligible for credit hours leave).

3.1.3.1.3-203

The capability shall be provided to identify employees who are participating in a compressed workweek program (may report less than 40 base hours in one week and more than 40 base hours in the other week for a total of 80 base hours).

3.1.3.1.3-204

The capability shall be provided to identify employees (firefighter/law enforcement) who work uncommon tours and their weekly tour hours (total hours in the week).

3.1.3.1.3-205

The capability shall be provided to identify employees who are participating in an installation-unique tour not recognized by NPPS processing capabilities.

3.1.3.1.3-206

**TABLE 3.1.2.1.1-1 NON-NASA PERSONNEL EDIT CODES  
FOR NON-NASA ACTIONS**

BUB	CDF	CDH	CDI	CDL
CGF	CSA	CSB	CSC	CSE
CSF	CSG	DAA	DAB	DAC
DAD	DAE	DAF	DAG	DAH
DAI	DAJ	DAN	DBC	DBD
DBE	DBF	DC1	DC2	DC3
DC4	DC7	DDE	DDG	DDH
DDI	DSA	DSB	DSC	EDE
FAA	FAC	GRA	GRB	GRC
GRD	GRE	GRF	GRG	GRH
GRI	GRJ	GRK	GRL	GRM
GRN	HPA	HPB	HPC	HPD
HPE	LOA	LOB	LOD	LSA
LTA	MCA	NMA	NME	NOA
<u>NSGOCA</u>	<u>OCAPHA</u>	<u>PHAPPA</u>	<u>PPAPPB</u>	<u>PPBPPF</u>
<u>PPFPPG</u>	<u>PPGPPH</u>	<u>PPHPPK</u>	<u>PPKPLL</u>	<u>PPLPPM</u>
<u>PPMPPN</u>	<u>PPNPPQ</u>	<u>PPOPRH</u>	<u>PRHPSA</u>	<u>PSAPSB</u>
<u>PSBPSC</u>	<u>PSCPSD</u>	<u>PSDPSE</u>	<u>PSEPSF</u>	<u>PSFPSG</u>
<u>PSGPSH</u>	<u>PSHPSI</u>	<u>PSIPSI</u>	<u>PSJPSK</u>	<u>PSKRAA</u>
<u>RAARAB</u>	<u>RABRAC</u>	<u>RACRAD</u>	<u>RADSLA</u>	<u>SLASMA</u>
<u>SMASME</u>	<u>SMESMF</u>	<u>SMFSMG</u>	<u>SMFSMH</u>	<u>SMHSMI</u>
<u>SMISMJ</u>	<u>SMJSNA</u>	<u>SNASPA</u>	<u>SPASPB</u>	<u>SPBSPC</u>
<u>SPCSPD</u>	<u>SPDSPE</u>	<u>SPESPF</u>	<u>SPFSPG</u>	<u>SPGSPH</u>
<u>SPHSPI</u>	<u>SPISPI</u>	<u>SPJSPK</u>	<u>SPKSPL</u>	<u>SPLSRA</u>
<u>SRASRB</u>	<u>SRBSRC</u>	<u>SRCSRD</u>	<u>SRDSRE</u>	<u>SRESRG</u>
<u>SRGSRH</u>	<u>SRHSRI</u>	<u>SRISRJ</u>	<u>SRJSRK</u>	<u>SRKSRL</u>
<u>SRLSRM</u>	<u>SRMSRN</u>	<u>SRNSRO</u>	<u>SROSTA</u>	<u>STASTC</u>
<u>STCSTD</u>	<u>STDSTE</u>	<u>STEDSTH</u>	<u>STHSTI</u>	<u>STISTJ</u>
<u>STJSTK</u>	<u>STKSTL</u>	<u>STLSTM</u>	<u>STMSTQ</u>	<u>STOSTP</u>
<u>STPSTR</u>	<u>STRSUA</u>	<u>SUASUB</u>	<u>SUBSUC</u>	<u>SUCSUD</u>
<u>SUDSUE</u>	<u>SUESUF</u>	<u>SUFSXA</u>	<u>SUGTNA</u>	<u>SXATNB</u>
<u>TNATNC</u>	<u>TNBTND</u>	<u>TNCTNE</u>	<u>TNDTNE</u>	<u>TNETNG</u>
<u>TNFTNH</u>	<u>TNGTNI</u>	<u>TNHFNJ</u>	<u>TNIFNK</u>	<u>TNJTNL</u>
<u>TNKTNM</u>	<u>TNLTNN</u>	<u>TNMVPA</u>	<u>TNNVPB</u>	<u>VPAVPD</u>
<u>VPBVVA</u>	<u>VPDZZB</u>	<u>VVAZZC</u>	<u>ZZB</u>	<u>ZZC</u>