

3 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.

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

PERSONNEL AND PAYROLL

TABLE OF CONTENTS

Section	Page
3.1.1 PERSONNEL AND PAYROLL	PERPAY - 1
3.1.1.1 SUSPENDED TRANSACTIONS	PERPAY - 1
3.1.1.2 TRANSACTION MATURATION.....	PERPAY - 3
3.1.1.2.1 MATURATION PROCESSES	PERPAY - 3
3.1.1.2.2 COMPUTATIONAL AND INTEGRATION PROCESSES	PERPAY - 4
3.1.1.3 SECURITY AND ACCESS CONTROL.....	PERPAY - 17
3.1.1.3.1 SECURITY PROFILE MAINTENANCE.....	PERPAY - 17
3.1.1.3.2 ACCESS AND NAVIGATION.....	PERPAY - 19
3.1.1.4 SYSTEM ADMINISTRATION CAPABILITIES.....	PERPAY - 21
3.1.1.4.1 NPPS SYSTEM TABLES.....	PERPAY - 21
3.1.1.4.2 APPLICATION CONTROLS	PERPAY - 22
3.1.1.4.3 INTERACTIVE HELP	PERPAY - 27
3.1.1.4.4 BATCH JOB SCHEDULING	PERPAY - 29
3.1.1.4.5 BATCH JOB MAINTENANCE.....	PERPAY - 31
3.1.1.5 AD HOC QUERY/REPORTING.....	PERPAY - 34
3.1.1.6 HISTORY.....	PERPAY - 35
3.1.1.7 YEAR-END PROCESSING	PERPAY - 36
3.1.1.7.1 FISCAL YEAR-END.....	PERPAY - 36
3.1.1.7.2 PAY YEAR-END	PERPAY - 37
3.1.1.7.3 LEAVE YEAR-END.....	PERPAY - 37

Table	Page
3.1.1.3-1 Security and Access Control Inputs.....	PERPAY - 18
3.1.1.4.1-1 NPPS Relational Edit Tables.....	PERPAY - 21
3.1.1.4.2-1 Installation-Unique Parameters	PERPAY - 22
3.1.1.4.2-2 Personnel Functional Parameters	PERPAY - 24
3.1.1.4.2-3 Payroll Functional Parameters.....	PERPAY - 25
3.1.1.4.5-1 Batch Job Maintenance Inputs	PERPAY - 31

3.1.1 Personnel and Payroll

NPPS shall provide required processing that is substantially the same for the personnel and payroll functions. These processes and the required deviations to commonality between personnel and payroll are described in the following sections.

3.1.1.1 Suspended Transactions

NPPS shall provide the capability to suspend transactions prior to database update.

INPUTS

The inputs to the Suspended Transactions processes will be the personnel and payroll actions as described in Paragraphs 3.1.2.1 and 3.1.3.1.

PROCESSES

3.1.1.1-100

The capability shall be provided to collect and save each employee transaction with the exception of T&A reported hours and training actions for the purpose of applying (maturing) the transaction to the database at a future date.

3.1.1.1-101

The capability shall be provided to allow for multiple personnel transactions of different Nature of Action Codes (NOACs) to be suspended for the same employee whether or not those transactions have the same effective date.

3.1.1.1-102

The capability shall be provided to allow multiple payroll transactions of the same and different payroll action types (refer to Paragraph 3.1.3.1) with the same effective date to be suspended for the same employee. When a previously suspended payroll transaction exists that is the same pay action type as the transaction currently being suspended, NPPS shall provide the capability to output an information message warning of possible duplication/contradiction.

3.1.1.1-103

The capability shall be provided for the user to specify the sequence in which personnel transactions shall be applied to the database for those actions with the same effective date for the same employee. Payroll transactions are not required to be sequenced for application.

3.1.1.1-104

The capability shall be provided to view or delete any suspended transaction and modify any unmatured suspended transaction. Suspended transactions that have been applied or for which errors have been detected will be identified as such when viewed.

3.1.1.1-105

The capability shall be provided to force display of all unmatured suspended

personnel actions existing for an employee when a new action is suspended. Any of the existing actions that have an effective date later than the new action shall be set to error.

3.1.1.1-106

The capability shall be provided to disallow the suspension of NOAC 825 unless a companion separation action (NOACs 302, 303, 312, or 317) has been processed.

3.1.1.1-107

The capability shall be provided to disallow the suspension of NOAC 825 unless the effective date of the unmatured companion separation action (NOACs 302, 303, 312, or 317) matches the effective date of the NOAC 825 Separation Incentive action.

OUTPUTS

The following outputs shall result from the Suspended Transaction process.

3.1.1.1-200

Personnel and payroll suspended actions reports, Core Reports 905, 906, 907, 908, 909, 910, 950, 951, and 952 are included in Appendix G.

3.1.1.1-300

Personnel and payroll suspense actions as described in Paragraphs 3.1.2.1 and 3.1.3.1.

3.1.1.2 *Transaction Maturation*

NPPS shall provide the capability for Maturation and Computational and Integration processes for application of suspended personnel and payroll transactions to the NPPS database.

INPUTS

The inputs for the Transaction Maturation process will be suspended personnel and payroll transactions as described in Paragraph 3.1.1.1.

PROCESSES

3.1.1.2.1 Maturation Processes

The following paragraphs specify the requirements for Maturation processes of Transaction Maturation.

3.1.1.2.1-100

The capability shall be provided to mature suspended personnel actions whose Mature Error Flag equals blank when the action effective date is on or before a user specified date. The user shall have the option of maturing all personnel actions that meet the date criteria or only the personnel actions for the specific Social Security Numbers (SSNs) entered that meet the date criteria.

3.1.1.2.1-101

The capability shall be provided to mature all payroll actions that are effective on or before the first day of the current pay period at the beginning of the pay period and to mature individual pay actions at any time.

3.1.1.2.1-102

The capability shall be provided to mature suspended payroll actions individually.

3.1.1.2.1-103

The capability shall be provided to edit a suspended action during the maturation process. If an action should fail an edit, NPPS shall set the Mature Error Flag to F, indicating failure to pass the edit.

3.1.1.2.1-104

The capability shall be provided for the maturation process to reject all personnel actions that occur subsequent to the one in error effective for the employee in the period being matured. The Mature Error Flag shall be set to B for the actions so rejected.

3.1.1.2.1-105

The capability shall be provided for the user to reset the Mature Error Flag to allow the action to be applied during the next maturation process.

3.1.1.2.1-106

The capability shall be provided for the user to bypass edits for individual personnel actions applied during maturation.

3.1.1.2.1-107

The capability shall be provided to produce informative messages to the user whenever an error condition occurs preventing the transaction from being applied to the database. Personnel action error messages shall be produced as specified in Core Report 904. Payroll error messages shall be produced when individual actions are matured as specified in Core Report 201.

3.1.1.2.1-108

The capability shall be provided to produce an informative message for each field that changes as a result of the maturation of a personnel transaction. The message will contain the value of the field before and after the change as specified in Core Reports 358 and 359.

3.1.1.2.2 Computational and Integration Processes

The following paragraphs specify the requirements for the Computational and Integration processes of Transaction Maturation. These processes are required to compute and set data values required for other personnel and payroll processing based on the maturation of personnel actions.

3.1.1.2.2-200

The capability shall be provided to recompute NEBA: Age, NEBA: Age Class, and FEGLI: Age Group, if an employee's Date of Birth changes.

NEBA: Age shall be set to the NEBA year* - birth year - 1.

NEBA: Age Class shall be set to the class in accordance with Appendix J, NPPS Index Tables, with an age that is greater than the NEBA: Age.

FEGLI: Age Group shall be set based on the employee's FEGLI: Age.

FEGLI Age	FEGLI Age Group
0 - 34	1
35 - 39	2
40 - 44	3
45 - 49	4
50 - 54	5
55 - 59	6
60 - 64	7
65 - 69	8
70 - 99	9

Where:

FEGLI: Age = FEGLI insurance year* - birth year when employee date of birth (month and day) falls before the Pay Period Beginning Date (month and day).

FEGLI: Age = FEGLI insurance year* - birth year – 1 when employee date of birth (month and day) falls on or after the Pay Period Beginning Date (month and day).

* Refer to Table 3.1.1.4.2-3.

3.1.1.2.2-201

The capability shall be provided to set TSP: Previous Birth Date to the previous value of Date of Birth when the employee's Date of Birth changes.

3.1.1.2.2-202

The capability shall be provided to set Appointment: Days Cum to zero when Appointment: Day Limit is set to zero.

3.1.1.2.2-203

The capability shall be provided to set Appointment: Dollars Cum to zero when Appointment: Dollar Limit is set to zero.

3.1.1.2.2-204

The capability shall be provided to set Appointment: Hours Cum to zero when Appointment: Hour Limit is set to zero.

3.1.1.2.2-205

The capability shall be provided to set Annual Leave: Category Code based on the employee's years of service and set Annual Leave: Change Date (if the Annual Leave: Category Code changes) to the Effective Date of the action when the employee's SCD: Leave changes.

Years of Service	Annual Leave: Category Code
0 - 2	4
3 - 14	6
15 +	8

* Beginning date of current pay period minus SCD: Leave.

3.1.1.2.2-206

The capability shall be provided to set the NASA Code Block to the first character of the NASA Classification Code if an employee's NASA Classification Code changes.

3.1.1.2.2-207

The capability shall be provided to change all current and historical data for an employee to reflect the current value for SSN, SSN: Previous, and TSP: Previous SSN if the employee's SSN changes.

3.1.1.2.2-208

The capability shall be provided to set the Correction/Cancellation Flag to Y for the action being corrected or canceled for NOAC 001 and NOAC 002.

3.1.1.2.2-209

The capability shall be provided to change all current and historical data for an employee to reflect the current value for Name: Last, Name: First, Name: Middle, Name: Genealogical Suffix, Name: Previous Last, Name: Previous First, Name: Previous Middle, and Name: Previous Genealogical Suffix when the employee's Name changes.

3.1.1.2.2-210

The capability shall be provided to set the Union Dues: Required to zero and blank out the Union Code when an employee's Supervisory Code changes to 2 from something other than 2.

3.1.1.2.2-211

The capability shall be provided to compute the employee's Normals controls (refer to Paragraph 3.1.3.1.4-101) if any of the following fields change.

Annuitant Indicator	Position: Type
Date of Birth	Retirement Plan
Duty Status	Salary: Basic Pay
FEHB: Plan Code	Step
FEGLI: Code	Supervisory Code
Grade: Current	Tenure Code
Head of Agency	TSP: Employee Status Code
Pay Plan	Work Schedule Code
FEHB: Contribution Flag	Salary: Scheduled Basic Pay
Pay Table	Retention Allowance
Supervisory Differential	Salary: AUO
Salary: Locality Adjustment	Salary: Staffing Differential
Availability Pay: Annual Amt	

3.1.1.2.2-212

The capability shall be provided to recompute the employee's net pay if any of the following fields change and the employee's net pay has been computed for the current pay period.

Annuitant Indicator	Position: Type
Date of Birth	Retirement Plan
Duty Status	Salary: Scheduled Basic Pay
FEHB: Plan Code	Step
FEGLI: Code	Supervisory Code
FLSA Pay Status	Tenure Code
Grade: Current	TSP: Employee Status Code
Head of Agency	Work Schedule Code
Pay Plan	FEHB: Contribution Flag
Leave Entitlement	Pay Table
Retention Allowance	Supervisory Differential
Salary: Basic Pay	Salary: AUO
Salary: Locality Adjustment	Salary: Staffing Differential
Availability Pay: Annual Amt	

3.1.1.2.2-213

The capability shall be provided to set the TSP: Department and TSP: Agency when the employee's Agency Code: Employing changes. The TSP: Department shall be set to the first two characters of the Agency Code: Employing and the TSP: Agency shall be set to the last two characters of the Agency Code: Employing.

3.1.1.2.2-214

The capability shall be provided to set Duty Station: Name based on a change to an employee's Duty Station: Code in accordance with the table TDTYSTN included in Appendix J.

3.1.1.2.2-215

The capability shall be provided to calculate Salary: Annual, Salary: Daily, and Salary: Hourly when the employee's Salary changes.

If the employee is the Head of Agency

Salary: Annual	=	Salary: Adjusted Basic Pay
Salary: Daily	=	0.00
Salary: Hourly	=	0.00

If the employee's Pay Basis is PD

Salary: Annual = 0.00
Salary: Daily = Salary: Adjusted Basic Pay
Salary: Hourly = 0.00

If the employee's Pay Basis is PH

Salary: Annual = Salary: Adjusted Basic Pay x 2087
Salary: Daily = 0.00
Salary: Hourly = Salary: Adjusted Basic Pay

If employee is not Head of Agency and Pay Basis is not PD or PH

Salary: Annual = Salary: Adjusted Basic Pay
Salary: Daily = 0.00
Salary: Hourly = Salary: Adjusted Basic Pay / 2087

3.1.1.2.2-216

The following capabilities and the processing specified in Paragraph 3.1.1.2.2-200 shall be provided for an accession action (NOAC series 100 or NOAC _ _ _ A).

- Payblock: Processing shall be set to the user-specified value.
- Annual Leave: Ceiling shall be set to zero if Pay Plan equals "EX," 720 if Pay Plan equals "ES," and 240 for all others.

3.1.1.2.2-217

The capability shall be provided to set LWOP: WIG Hours and LWOP: WIG Excess Hours to zero when a promotion action (NOAC 702) or a Within Grade Increase (NOAC 893, 891) is matured or when a conversion action (NOAC 5**) that increases the employee's Grade: Current is matured.

3.1.1.2.2-218

The capability shall be provided to set LWOP: WIG Hours to the LWOP: WIG Max Allow Hours and set LWOP: WIG Excess Hours to LWOP: WIG Excess Hours plus the difference between LWOP: WIG Hours and LWOP: WIG Max Allow Hours when processing a NOAC 991 generated by planning actions.

3.1.1.2.2-219

The capability shall be provided to set the transaction to an error status if the LWOP: WIG Hours do not agree with the LWOP: WIG Susp Hours on a NOAC 991 or NOAC 893 or 891 generated by planning actions.

3.1.1.2.2-220

The capability shall be provided to set Annual Leave: P/T Carryover and Sick Leave: P/T Carryover to zero when the employee's Work Schedule Code changes from P, S, or T (Part-Time) to F (Full-Time) for NOAC 781 or NOAC 782.

3.1.1.2.2-221

The capability shall be provided to perform the following processing for a separation action (Duty Status changes to Z).

- TSP: Separation Flag shall be set to 1 if the TSP: Employee Status Code is Y, T, E, or N.
- Termination Code shall be set to the Nature of Action: Code.
- Termination Date shall be set to the Effective Date of the action.
- The cumulative retirement withholdings shall be transferred out in the following manner.
 - Set CSRS: Tran Out equal to CSRS: Tran Out + CSRS: NASA CUM
 - Set CSRS: NASA CUM equal to zero
 - Set CSRS Mil: Tran Out equal to CSRS Mil: Tran Out + CSRS: Mil Dep CUM
 - Set CSRS: Mil Dep CUM equal to zero
 - Set CSRS: Civ Serv Cr Tran Out equal to CSRS: Civ Serv Cr Tran Out + Civil Service Credit: CUM
 - Set Civil Service Credit: CUM equal to zero
 - Set FERS: Tran Out equal to FERS: Tran Out + FERS: NASA CUM
 - Set FERS: NASA CUM equal to zero
 - Set FERS: Mil Tran Out equal to FERS: Mil Tran Out + FERS: Mil Dep CUM
 - Set FERS: Mil Dep CUM equal to zero
- All bond deductions shall be canceled and the refund for each bond canceled shall be set to the Bond: Current Balance. If the employee's pay has been computed, the following computation shall be performed to back out the results of the bond computation (deduction and purchase) and refund the original balance.
- $A + ((B \times .5) \times C) - D$

Where:

A = Bond: Current Balance

B = Bond: Denomination

C = Bond: Purchase Indicator
(0 = Bond not Purchased, 1 = Bond Purchased)

D = Bond: Requested Deduction, if a Bond Deduction was taken this pay period

- The Bond: Purchase Indicator shall be reset to 0 if it had been set to 1.

3.1.1.2.2-222

The capability shall be provided to process up to three cash awards within the same biweekly pay period for the same employee.

The capability shall be provided to withhold federal, state, and city taxes, FICA, and Hospital Insurance Tax (HIT) on an Award: Amount. The capability shall also be provided to establish an award as NASA HQ issued by setting Award: Check equal to N during personnel action input.

The capability shall be provided to correct an Award: Amount for up to 3 years after the Effective Date of the award by maturing a correction action (NOAC 002) with the correct Award: Amount. If the correction is for a current pay period award action, the computations specified below shall be recomputed based on the new Award: Amount. If the correction is for a prior pay period award action, the difference between the new Award: Amount and the old Award: Amount shall be computed and used in the computations specified below. Where the difference is negative, a difference of zero shall be substituted.

The Award: Amount shall be added to Award Amount: YTD, Gross Earnings: YTD, Taxable Earnings: MTD, Taxable Earnings: QTD, and Taxable Earnings: YTD.

Award: Net Earnings shall be added to Net Earnings: YTD.

The Federal Tax: Award B/W shall be computed as 28 percent of the Award: Amount. The Federal Tax: Award B/W shall be added to Federal Tax: QTD and Federal Tax: YTD.

If the employee lives in a taxing state and the award is a Spot Cash Award (i.e., NOAC 877 and Legal Authority Code: 1 = V3F or V7L), the State Tax: Award B/W shall be computed by multiplying the Award: Amount by the spot awards tax rate in table TTAX in Appendix J.

If the employee lives in a taxing state and the award is not a Spot Cash Award, the State Tax: Award B/W shall be computed by treating the Award: Amount as gross pay and computing the State Tax: Award B/W based on the tax algorithm for that state. However, the value of State Tax: Additional W/H shall not be used to compute the State Tax: Award B/W.

The State Tax: Award B/W shall be added to State Tax: MTD, State Tax: QTD, and State Tax: YTD. The Award: Amount shall be added to State Tax: Erngs QTD and State Tax: Erngs YTD.

If the employee lives in a taxing city and the award is a Spot Cash Award, the City Tax: Award B/W shall be computed by multiplying the Award: Amount by the spot awards tax rate in table TTAX in Appendix J.

If the employee lives in a taxing city and the award is not a Spot Cash Award, the City Tax: Award B/W shall be computed by treating the Award: Amount as gross pay and computing the City Tax: Award B/W based on the tax algorithm for that city.

The City Tax: Award B/W shall be added to City Tax: MTD, City Tax: QTD, and City Tax: QTD. The Award: Amount shall be added to City Tax: Erngs MTD, City Tax: Erngs QTD, and City Tax: Erngs YTD.

If the employee's Retirement Plan is 2, C, E, K, M, R, T, or N and the statutory limits for OASDI earnings or deductions have not been reached, OASDI: Award B/W and OASDI: Govt Contr B/W shall be computed as follows.

$$\text{OASDI: Award B/W} = A \times B$$

$$\text{OASDI: Govt Contr B/W} = A \times C$$

Where:

A = Award: Amount

B = Statutory OASDI Rate, Employee Contribution

C = Statutory OASDI Rate, Government Contribution

The Award: Amount shall increment the OASDI: Earnings QTD and OASDI: Earnings YTD up to the value of the statutory limit.

The OASDI: Award B/W shall increment the OASDI: QTD and OASDI: YTD up to the value of the statutory limit. The OASDI: Govt Contr B/W shall be added to OASDI: Govt Contr QTD and OASDI: Govt Contr YTD.

If the employee's Retirement Plan is 1, 2, 4, 6, C, E, K, M, R, T, or N, HIT: Award B/W and HIT: Govt Contr B/W shall be computed as follows.

$$\text{HIT: Award B/W} = A \times B$$

$$\text{HIT: Govt Contr B/W} = A \times C$$

Where:

A = Award: Amount

B = Statutory HIT Rate, Employee Contribution

C = Statutory HIT Rate, Government Contribution

The Award: Amount shall increment the HIT: Earnings QTD and HIT: Earnings YTD up to the value of the statutory limit.

The HIT: Award B/W shall increment the HIT: QTD and HIT: YTD up to the value of the statutory limit. The HIT: Govt Contr B/W shall be added to HIT: Govt Contr QTD and HIT: Govt Contr YTD.

An informative message shall be generated if a Spot Cash Award that was originally entered as a net amount causes the OASDI: Earnings YTD or OASDI: YTD to exceed the statutory limit at the time the action is matured.

The year-to-date controls shall be maintained for all deductions and earnings computed based on the Award: Amount.

3.1.1.2.2-223

The capability shall be provided to compute the OASDI and HIT deductions and accumulations for awards if an Award: Amount exists in the current pay period and the employee's Retirement Plan changes.

3.1.1.2.2-224

The capability shall be provided to prevent processing of more than 10 time-off awards for an employee in a single leave year.

3.1.1.2.2-225

The capability shall be provided to set an expiration date (Employee Time-Off Award Expiration Date) for a time-off award equal to the award effective date plus 365 days.

3.1.1.2.2-226

The capability shall be provided to prevent processing of a time-off award that would increase the total time-off awards granted in the current leave year to greater than 80 hours for full-time employees (Work Schedule Code = F), to an amount greater than the Part-Time Hours for a part-time employee (Work Schedule Code = P, S, or T), or to an amount greater than twice the Uncommon Tour Hours for an employee working uncommon tour hours (Uncommon Tour Hours greater than zero).

3.1.1.2.2-227

The capability shall be provided to process a correction to a time-off award. If the correction of a time-off award causes the recomputation of the current leave year hours granted (Employee Time-Off Award Hours Quantity) minus the current leave year hours used (Employee Time-Off Award Hours Cumulative Used Quantity) to be negative, an information message shall be produced.

3.1.1.2.2-228

The capability shall be provided to perform the following processing for a transfer action (NOAC 803) changing from Retirement Codes "C" or "E" to Retirement Codes "K," "M," "N," or "L".

- Set CSRS: Tran Out equal to CSRS: Tran Out + CSRS: NASA CUM
- Set CSRS: NASA CUM equal to 0

- Set CSRS Mil: Tran Out equal to CSRS: Mil Tran Out + CSRS: Mil Dep CUM
- Set CSRS: Mil Dep CUM equal to 0
- Set CSRS: Civ Serv Cr Tran Out equal to CSRS: Civ Serv Cr Tran Out + Civil Service Credit: CUM
- Set Civil Service Credit: CUM equal to 0
- Set FERS: Tran In equal to FERS: Tran In + CSRS: Tran Out + CSRS: Civ Serv Cr Tran Out
- Set FERS: NASA CUM equal to FERS: NASA CUM + CSRS: Tran Out + CSRS: Civ Serv Cr Tran Out
- Set FERS: Mil Dep Trnsfr In equal to FERS: Mil Dep Trnsfr In + CSRS Mil: Tran Out
- Set FERS: Mil Dep CUM equal to FERS: Mil Dep CUM + CSRS Mil: Tran Out

3.1.1.2.2-229

The capability shall be provided to set all the TSP: Allocation Rate of Distr for the Government fund (G-fund) to 100 percent when the TSP: Employee Status Code changes from "I" to "E," from "I" to "Y," or from "I" to "N" for a FERS employee (Retirement Codes K, L, M, or N).

3.1.1.2.2-230

The capability shall be provided to set the TSP: Separation Flag to 1 when either the TSP: Separation Code or TSP: Separation Date changes and the TSP: Employee Status Code is not equal "I" or blank.

3.1.1.2.2-231

The capability shall be provided to compute the following CAPPs interface data fields based on changes to the personnel master record for each transaction.

AWARD-INDVDL-GRP-HNRY-QTY	EMPLHS-PRVS-WORK-SCHDL-CODE
AWARD-INDVDL-GRP-HNRY-RCVD-YEAR	PRSACT-CNVRSN-LGL-ATHRTY1-CODE
AWARD-PRFRMNC-SES-QTY	PRSACT-CNVRSN-LGL-ATHRTY2-CODE
AWARD-PRFRMNC-SES-RCVD-YEAR	PRSACT-CNVRSN-NOAC-CODE
AWARD-QLTY-INCRS-QTY	PRSACT-CNVRSN-NOAC-EFCTV-DATE
AWARD-QLTY-INCRS-RCVD-YEAR	EMPL-AP-CTR-CODE
AWARD-SPCL-ACT-QTY	EMPL-AWARDS-CTR-CODE
AWARD-SPCL-ACT-RCVD-YEAR	EMPL-CAO-CTR-CODE
EMPL-ACSN-LGL-ATHRTY1-CODE	EMPL-CNVRSN-CTR-CODE

EMPL-ACSN-LGL-ATHRTY2-CODE	EMPL-DOWNGRADE-CTR-CODE
EMPL-ACSN-NOAC-CODE	EMPL-FRM-NON-DTY-TO-DTY-CTR-CODE
EMPL-ACSN-NOAC-EFCTV-DATE	EMPL-NON-DTY-CTR-CODE
EMPL-HIRE-LGL-ATHRTY1-CODE	EMPL-OTHR-AWARDS-CTR-CODE
EMPL-HIRE-LGL-ATHRTY2-CODE	EMPL-PRFRMNC-AWARDS-CTR-CODE
EMPLHS-PRVS-GRADE	EMPL-PRFSNL-GAIN-CTR-CODE
EMPLHS-PRVS-GRADE-STEP-CODE	EMPL-PRFSNL-LOSS-CTR-CODE
EMPLHS-PRVS-OCPTNL-CODE	EMPL-TRNG-CTR-CODE
EMPLHS-PRVS-PAY-BASIS-CODE	EMPL-WORK-SCHDL-CHNG-CTR-CODE
EMPLHS-PRVS-PAY-PLN-CODE	EMPLHS-PRVS-BASIC-PAY-AMT
EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE	EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT
EMPLHS-PRVS-DUTY-STN-CODE	

3.1.1.2.2-232

The capability shall be provided to set Annual Leave: SES Chg This Year to "Y" when an employee converts to Pay Plan "ES" or "EX".

3.1.1.2.2-233

The capability shall be provided to perform the following processing if Duty Station: Code changes from or to 392560035 (Fairview Park) or 391680035 (Cleveland).

- Move Local Tax Entity: Code (2) and the associated city tax earnings and withholdings accumulators to the corresponding former city tax earnings and withholdings accumulators.
- Set Local Tax Entity: Code (2) to blank if Duty Station: Code changes from 392560035 or 391680035 to any other value.
- Set Local Tax Entity: Code (2) to "003" if Duty Station: Code changes to 391680035.
- Set Local Tax Entity: Code (2) to "004" if Duty Station: Code changes to 392560035.

3.1.1.2.2-234

The capability shall be provided to set the Annual Leave: Adv Ineligibility to "Y" when Duty Status changes from any value to "Y".

3.1.1.2.2-235

The capability shall be provided to delete an employee's payroll and personnel master records when the personnel action is a NOAC 001 Cancellation to a NOAC 1** or ***A accession personnel action. For a paid employee, the accession and cancellation must be within the same pay period and the employee's pay must not have been computed.

3.1.1.2.2-236

The capability shall be provided to apply a correction (NOAC 002) to an SSN of an employee who has been rehired from a previous appointment when data exists from the previous appointment. The payroll data records from the previous appointment shall be merged with the data created for the new appointment (the rehire action) with no manual actions required (except for month-to-date, quarter-to-date, and cumulative data), and the data records from the previous appointment shall be deleted. The new SSN shall then be used to correct all existing data records.

3.1.1.2.2-237

The capability shall be provided to calculate the overtime rate when the employee's salary changes.

If the employee is the Head of Agency or Pay Plan = ES or EX

Pay Rate: Overtime Rate = 0

If the employee's Pay Basis is PD

Pay Rate: Overtime Rate = 0

If the employee's Pay Basis is PH

Pay Rate: Overtime Rate = Salary: Hourly x 1.5

If the employee is not Head of Agency and Pay Basis is not PD or PH

Pay Rate: Overtime Rate = Salary: Hourly x 1.5

- * If the FLSA Pay Status = 'E' and NASA Classification Code is not 10000, the employee's overtime rate shall not exceed the maximum overtime rate as specified in Paragraph 3.1.3.2.3-500 of the Gross Pay Computation section. For Fire Fighters, the overtime rate shall be limited to the greater of the overtime rate of a 10/1 in the same pay rate structure found in table TMAX (adjusted for locality pay) or the employee's basic rate of pay (hourly rate).

3.1.1.2.2-238

The capability shall be provided to disallow an employee having a duplicate NOAC with the same effective date within the same pay period.

3.1.1.2.2-239

The capability shall be provided for the Mature process to set the Reactivation Indicator in Payroll to '0' (active) when the Duty Status changes from 'Z' to any other value; and to reset the payroll master separation date and NOAC code reflected on the LUMP screen.

3.1.1.2.2-240

The capability shall be provided for the Mature process to set Scheduled Adjusted Basic Pay in the Pay Master File equal to the Salary Cap for Reemployed Annuitants (Annuitant Indicator is equal to 1, 4, 5, A, C, or E), **IF** the Empl Scheduled Adjusted Basic Pay Amt is greater than Executive Level III Salary for Pay Plans eq ES, AD, SL, ST, CA, or Executive Level IV if Pay Plan

eq GS or GM—Scheduled Adjusted Basic Pay, in Pay Master, not Personnel Master File, shall be set according to the Salary Levels III and IV in Relational Edit Table REX2.

Pay Plan	Salary CAP REX2
ES, AD, SL, ST, CA	Ex Level III Salary
GS, GM	EX Level IV Salary

The following outputs shall result from the Transaction Maturation process.

3.1.1.2-300

Updating of employees' database records with the most current information as of the last transaction matured.

3.1.1.2-400

Personnel Mature Transaction and Error Report, Core Report 358; included in Appendix G.

3.1.1.2-500

Mature Transaction and Integration Report, Core Report 359; included in Appendix G.

3.1.1.2-600

Payroll Mature Transaction Report, Core Report 201; included in Appendix G.

3.1.1.2-700

Personnel Online Error Transaction Summary, Core Report 904; included in Appendix G.

3.1.1.2-800

Updated data fields (Appendix M, HQ Specifications) required to support CAPPS reporting requirements for each personnel action matured for each employee.

3.1.1.3 *Security and Access Control*

NPPS shall provide the capability for a local NPPS system administrator to manage (create and update individual user permission profiles) access to NPPS functional personnel, payroll, and application administration processing capabilities.

The input to Security and Access Control will consist of a NPPS user security profile which describes all user permissions. This profile shall consist of a user identifier (name), userid and password, and permission identifiers for update or view as specified in Table 3.1.1.3-1, Security and Access Control Inputs.

PROCESSES

3.1.1.3.1 Security Profile Maintenance

The following paragraphs specify the requirements for the Security Profile Maintenance process.

3.1.1.3.1-100

The capability shall be provided to maintain (add, change, and delete) individual user security profiles within an installation by the user identified as the application administrator.

3.1.1.3.1-101

The capability shall be provided to assign update, view, or no-access permissions at each successive functional level of NPPS capability to, and including, the screen level. The permission assigned at the functional level shall be populated automatically at the lower levels in that function with an optional override capability at the lower levels. The highest functional permissions within an installation shall be personnel, payroll, and application administration.

3.1.1.3.1-102

The capability shall be provided to assign permissions to update employees based on the value of Payblock: Processing for payroll users.

3.1.1.3.1-103

The capability shall be provided to assign separate or combined access permissions for personnel, payroll, and application administration functions. The capability shall be provided to allow add and change of functional permissions of other users in the same installation as the application administrator for that function.

Table 3.1.1.3-1 Security and Access Control Inputs

Input Name	Definition	Source
Functional Security Permissions	<p>Every profile shall have permissions for the major NPPS functions (personnel actions, payroll actions, T&A, etc).</p> <p>Blank User may not view any part of the function.</p> <p>Review User may view all portions of the function, but may not change any data.</p> <p>Update User may view all portions of the function and update data.</p>	User
Detail Security Permissions	<p>Permissions shall be granted at the subfunction and/or screen level under each major function.</p> <p>Blank User may not view any part of the function.</p> <p>Review User may view all portions of the function, but may not change any data.</p> <p>Update User may view all portions of the function and update data.</p>	User
Administrator Permissions	If the security profile is that of an administrator, another administrator may be established equal to that of the original Password by placing a Y in Payroll, Personnel, and/or Application Administration.	User
User Name	Name of the user shall be associated with any transaction that the user initiates.	User
Userid	NPPS userid shall be associated with the profile created for the user.	User
Password	An 8-character field that contains the NPPS application password associated with a particular userid. The password shall be assigned by the NPPS System Administrator initially and subsequently maintained and updated by the user (owner of the userid). The password may not be viewed, but may be temporarily changed by the NPPS System Administrator and will be available for one logon (up to three attempts) by the owner of the userid. The password must be at least six characters in length and must contain alpha and numeric characters.	
SSN	User's SSN shall be used to assure that the user cannot access his/her own data for update.	User

3.1.1.3.1-104

The capability shall be provided to copy the privileges of an existing user profile to a new user.

3.1.1.3.1-105

The capability shall be provided for a user, designated as an application administrator (personnel, payroll, or application administration, or combinations thereof), to be able to list user Name, SSN, NPPS userid, and the identification of the security profiles (personnel, payroll, and/or application administration) that have been allocated to the user as specified in Core Report 913.

3.1.1.3.1-106

The capability shall be provided to allow a security administrator to reset a user's password. The user's current password shall be set to the temporary password assigned by the administrator, and the previous password shall be initialized to null.

3.1.1.3.2 Access and Navigation

The following paragraphs specify the requirements for Access and Navigation processes.

3.1.1.3.2-200

The capability shall be provided to limit system access to update or view only at the transaction (single and chained screens) level.

3.1.1.3.2-201

The capability shall be provided to check access authority before each transaction is processed. The user shall not be allowed access to the requested function/screen if access is not authorized in the user's security profile.

3.1.1.3.2-202

The capability shall be provided to display a message when access to a requested transaction or functional level is denied.

3.1.1.3.2-203

The capability shall be provided for users to navigate from one NPPS function to another, bypassing any menu selection, while still maintaining access permission integrity. This capability shall be denied when the current screen is logically related to and automatically executes a subsequent screen.

3.1.1.3.2-204

The capability shall be provided to limit a user's access to employee data or any function to a single Installation Code.

3.1.1.3.2-205

The capability shall be provided to enter the employee's name or any number of beginning characters of the last name and retrieve the SSN (using a name search) on all screens where SSN is required. All employees satisfying the search criteria shall be retrieved for display to the screen. The listing shall contain Name: Last, Name: First, Name: Middle, SSN, and Organization

Assigned. The user shall be able to select the desired employee and the system shall return that SSN to the previously selected screen and continue as if the SSN had been input directly by the user.

3.1.1.3.2-206

The capability shall be provided to prevent a user from processing an action against the user's own SSN, except where SSN is not absolutely required to specify the scope of the transaction (i.e., Realignment Mass Actions, Global Change to Financial Institution).

3.1.1.3.2-207

The capability shall be provided to limit a user's access to employee data during SF 52 Personnel Action Processing by organization. Access shall be granted by single organization code, multiple organization codes, a range of organization codes, or any level of the organization code. Separate access criteria shall be provided for the employee Organization: Assigned and Organization: Located. The access criteria shall also be used to limit browse access during SF 52 Personnel Action Processing.

3.1.1.3.2-208

The capability shall be provided to require users to change their temporary password (assigned by the security administrator) the first time they log on to NPPS.

3.1.1.3.2-209

The capability shall be provided for users to change their password at any time. The password cannot be the same as the current password or the previous five passwords. Once the password is changed, the user shall be required to change it again in 60 days.

3.1.1.3.2-210

The capability shall be provided to disallow access to NPPS if a user makes three unsuccessful password attempts. A record of the failed logon attempt (the third unsuccessful attempt) shall be made and a daily report of all such failed attempts shall be produced.

3.1.1.3.2-211

The capability shall be provided to disallow updates to the payroll master files between the payroll finalization process (Jobs NA00004 and NA00005) and the payroll initialization process (Job NA00006).

OUTPUTS

The following output shall result from the Security and Access Control process.

3.1.1.3.2-300

NPPS User Security Profile with access permission information.

3.1.1.4 System Administration Capabilities

NPPS shall provide system administration processing and the capability to exercise control over those processes. NPPS administration capabilities shall be provided for NPPS system tables, application controls, interactive help, batch job scheduling, and batch job maintenance.

3.1.1.4.1 NPPS System Tables

NPPS shall provide the capability to maintain core relational edit tables in support of personnel transaction editing and the NPPS command table to support core command entries and installation-unique command entries.

INPUTS

The inputs for NPPS system tables will be relational edit tables specified in Table 3.1.1.4.1-1 and command table entries consisting of NPPS core and center-unique screen names to be used in the NPPS navigation not requiring use of the menu structure. The relational tables corresponding to NASA Personnel edit codes.

PROCESSES

3.1.1.4.1-100

The capability shall be provided to add, change, and delete relational edit tables containing NASA Personnel edit requirements.

3.1.1.4.1-101

The capability shall be provided to allow local installation add, change, and delete of command table entries associated with center-unique command processing.

Table 3.1.1.4.1-1 NPPS Relational Edit Tables

APPENDJ	APPENDG	APPENDI
APPENDU	LWA	APPENDR
EX2	PPO	DDE
PPL	PSK	NOO
PSI	SLS	PSH
SLR	SPC	SLQ
SPE	SPHPPLN	SLV
SPL	SRA	SPD
SRW	SRX	SPHPRAT
SUB	TAE	SRV
TAH	STK	TAG

OUTPUTS

The following outputs shall result from the System Tables process.

3.1.1.4.1-200

New and modified relational tables (refer to Table 3.1.1.4.1-1).

3.1.1.4.1-300

Updates to the NPPS Command Table.

3.1.1.4.2 Application Controls

NPPS shall provide the capability for the user to maintain application controls for installation level parameters, personnel function parameters, and payroll functional parameters used for NPPS processes and reporting.

INPUTS

The inputs for installation parameters are specified in Table 3.1.1.4.2-1, personnel functional parameters as specified in Table 3.1.1.4.2-2, and payroll functional parameters are specified in Table 3.1.1.4.2-3.

Table 3.1.1.4.2-1 Installation-Unique Parameters

Parameter Name	Definition	Source
Installation Code	Code which identifies installation.	User
Installation Name	Name of the installation.	User
Installation Address	Address of the installation, and city, state, and zip code.	User
Installation Duty Station	Duty station code which will be used as a default value on accessions.	User
Additional Address for SSA Tape	Additional address lines used to further identify the installation address when submitting the Social Security Administration (SSA) tape during pay year-end processing.	User
Federal Tax W2 ID	ID assigned by the federal government to the installation; placed on every W2 during pay year-end processing.	User
NEBA Check: Name Address City-State-Zip	Name and address of the institution which receives the NASA Employee Benefits Association (NEBA) payroll deductions from the installation each pay period via the net pay tape.	User

Parameter Name	Definition	Source
Federal Reserve Bank: Name Address City-State-Zip	Name and address of the federal reserve bank which receives the tax payment from the installation each pay period.	User
Appropriation Code	An appropriation code will be entered which will be used for the installation when vouchering.	User
TSP Contact Name	Name of the installation TSP contact which appears on TSP tape.	User
Phone	Phone number of the installation payroll contact which appears on TSP tape and Electronics Fund Transfer (EFT) tape.	User
Location	TSP-LOCATION (Reference OMB Bulletin 87-3).	User
Agency Code, Employing	Four-digit number which will be assigned as a default for accessions.	User
Payroll Office Number	Eight-digit number which identifies the payroll office and appears on EFT tape and net pay tape.	User
Bond Federal Reserve Bank City	Fifteen-digit number which identifies the Bond Federal Reserve Bank city for Payroll Core Report 406.	User

Table 3.1.1.4.2-2 Personnel Functional Parameters

Parameter Name	Definition	Source
Office ID	OPM designated number to print on Core Reports 150 (block 48), 151, and Payroll Report 314.	User
Mail Code	Mail Code to print on Core Reports 250, 251, 254, 369, and 372.	User
Contact	Enter the Human Resources contact to print on Core Reports 250, 251, 254, and 369.	User
ORG Hierarchical Structure	The default ORG Hierarchical Structure to be used in the SF 50 printing process. Refer to Paragraph 3.1.2.4-110 for definition.	User
TSP Enrollment Date	TSP Enrollment Date to appear on Core Report 254. Used to determine TSP Eligibility Code for Employee Express Extract to OPM. Used to determine TSP Status Code when employee stops TSP contributions. Must be changed on the first day of Open Season, to be the first day of the first full pay-period in the enrollment month.	User
Signature Code: Approving Official	The Signature Code that corresponds to the signature to print on Core Report 151.	User
TSP Season Indicator	O = Open Season C = Closed Season	User
Mature Control	Y = Mature is active N = Mature is not active This control shall be used to prevent simultaneous execution of mature jobs and to prevent generation of personnel actions while the mature is active.	User
Position's Org Location	Location of Position's Organization printed in blocks 14 and 22 of the SF 50 and SF 52.	User

Table 3.1.1.4.2-3 Payroll Functional Parameters

Parameter Name	Definition	Source
Using Date (FEGLI Year)	Starting year to be used for FEGLI: Age recalculations (refer to Paragraph 3.1.1.2.2-200).	User
Mature Lock (Y/N)	"Y" to prevent personnel mature processing.	User
NEBA Year	Date to be used in NEBA calculation, NEBA Age = NEBA Year - Year of Employee's Birth - 1.	*Database / User Override
TSP Effdate	Date used for TSP tape (Pay Date).	User
Payblock for Accessions	Payblock number that NPPS shall automatically assign to an accession at the time that it is matured.	User
Payroll Table Lock (Y/)	"Y" to stop table changes for pay computation process. NPPS shall not allow table changes when this field has a value of "Y".	*Database / User Override
Payroll Data Lock (Y/)	Enter "Y" to stop Master File update after the final reports process has begun [(i.e., MER Modules and Payroll Mature (online and batch)].	*Database / User Override
TSP Tape Seq	Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.	*Database / User Override
Tax Quarter	Calendar year quarter (blank, 1-4) will be blank until the last full pay period of the quarter, then it shall be set to a number which initiates the generation of the quarterly reports produced in the current pay period. The capability shall be provided to reset the value to blank.	*Database / User Override
Pay Period	Pay period number (1-27). NPPS shall increment by one each pay period.	*Database / User Override
Current Leave Period	Leave period number (1-27). NPPS shall increment by one each pay period.	*Database / User Override

Parameter Name	Definition	Source
Current PP Beginning Date	Pay period start date (always a Sunday). NPPS shall set this value to the new pay period value each pay period.	*Database / User Override
Month-to-Date (Y/N)	Indicate "Month-end" with "Y" and "Not Month-end" (i.e., off-month) with "N". NPPS shall automatically set and reset this value when the end of the month for pay is reached and passed.	*Database / User Override
Current PP Ending Date	Thirteen days from the above PP starting date (always a Saturday). NPPS shall set this value to the new pay period value each pay period.	*Database / User Override
Number of Leave Periods	Number of leave periods in the current year. NPPS shall set this value at the beginning of the leave year.	*Database / User Override
Prior Leave Year Ending Date	Pay period ending date of the last leave period of the prior leave year. Used in the SF 1150 (Report 409).	*Database / User Override

***Initial values must be entered at installation**

PROCESSES

3.1.1.4.2-100

The capability shall be provided to retrieve and modify the installation table data.

3.1.1.4.2-101

The capability shall be provided to retrieve and modify the personnel control data.

3.1.1.4.2-102

The capability shall be provided to retrieve and modify the payroll control data.

OUTPUTS

The following outputs shall result from the Application Controls process.

3.1.1.4.2-200

Updates to the installation table (refer to Table 3.1.1.4.2-1).

3.1.1.4.2-300

Updates to the personnel control data (refer to Table 3.1.1.4.2-2).

3.1.1.4.2-400

Updates to the payroll control data (refer to Table 3.1.1.4.2-3).

3.1.1.4.3 Interactive Help

NPPS shall provide an interactive help facility.

INPUTS

The inputs for the NPPS interactive help capabilities will be descriptive text data entered through NPPS screens.

PROCESSES

3.1.1.4.3-100

The capability shall be provided to enter help data specifically keyed to NPPS screens. Multi-page capabilities and add, change, delete, copy, and insert page capabilities shall be provided.

3.1.1.4.3-101

The capability shall be provided to retrieve the help data specific to the NPPS screen currently displayed, using a function key.

3.1.1.4.3-102

The capability shall be provided to access the NPPS data dictionary from the interactive help facility.

3.1.1.4.3-103

The capability shall be provided to retrieve field-level help for the following fields by entering a question mark (?) in the first position of the field.

Personnel Fields

Agency Code: Employing	Legal Authority Code: 2
Agency Code: Transferred From	Minority Code
Agency Code: Transferred To	NASA Classification Code
Annuitant Indicator	NASA Special Prog Identifier
Award: Check	NOAC
Award: Type	Non-NASA Appropriation Code
Citizenship	Non-NASA Project Line Item
Coop: Intended Degree Field	Occupational Code
Coop: Intended Degree Level	Organization: Assigned
Coop: School Code	Organization: Located
CPP	Pay Basis
Degree: Fourth Highest Field	Pay Plan
Degree: Fourth Highest Level	Pay Plan: Highest

Personnel Fields

Degree: Fourth Highest School	Pay Plan: Retained
Degree: Highest Field (Acad Disc)	Pay Rate Determinant
Degree: Highest Level	Pay Table
Degree: Highest School	Performance Rating: Current
Degree: Second Highest Field	Performance Rating: Prior 1
Degree: Second Highest Level	Performance Rating: Prior 2
Degree: Second Highest School	Performance Rating: Prior 3
Degree: Third Highest Field	Position: Criticality
Degree: Third Highest Level	Position: Occupied
Degree: Third Highest School	Position: Type
Departure Destination	Position: Type Local
Departure Reason	Random Testing Designator
Detail: Duty Station Code	Random Testing Designator Group
Detail: NASA Classification Code	Ready Reserve Branch
Detail: Occupational Code	Ready Reserve Rank
Detail: Organization Assigned	Retired Mil: Pay Status
Detail: Pay Plan	Retired Mil: Retirement Basis
Duty Station Code	Retired Mil: Service Component
Duty Status	Retired Mil: Service Pay Grade
Educational Level	Retired Mil: Svc Designation
Empl AP Ctr Code	Retirement Plan
Empl Award Bdgt Code	Retirement: Prior Coverage
Empl Awards Counter Code	Sex
Empl Bonus Dfrntl Basis Code	SF 50: Combined
Empl Conversion Counter Code	SF 50: Print
Empl Lctd Instltn Code	SF 50: Required
Employee Indicator	SF 50: Signature Code
Facility Code	Supervisory Code

Personnel Fields

FEGLI: Code	Tenure Code
FEHB: Contribution Flag	Title Code
FEHB: Plan Code	Training/Dev Program
FERS: Coverage	TSP: Employee Status Code
Financial Statement Code	TSP: Separation Code
FLSA Pay Status	TSP: Vesting Period
Followup Code 1 - 8	Union: Bargaining Unit Status
Functional Classification	Veteran Preference
Handicap Code	Veteran Status
Head of Agency	Work Schedule Code
Leave Entitlement	

Payroll Fields

Account Type: EFT	FEHB: Prior Plan Code
Award Case Nmbr Instltn Code	Financial Inst Routing Nbr
Award ICB Category Code	Four Day Percent (FEGLI)
Award: Type	Hazardous Code
Bond: Denomination	Local Tax Entity: Code (City)
CFC: Agency Code	T&A: Other Leave Code
City Tax: Former Code	TSP: Record Number
Donated AL: Reason Code	Union Code
FEHB: Plan Code	

OUTPUTS

The following outputs shall result from the Interactive Help process.

3.1.1.4.3-200

New and modified NPPS help data.

3.1.1.4.4 Batch Job Scheduling

NPPS shall provide the capabilities necessary to control the scheduling and execution of NPPS core and center-unique batch jobs in the MVS JES 2 operating environment.

INPUTS

The inputs for batch job scheduling consist of batch jobs predefined to NPPS, the JCL necessary to execute the batch jobs, and the output control data necessary to create, assemble, and route hardcopy output. In addition, job execution status information is input to record the status of each job execution.

PROCESSES

3.1.1.4.4-100

The capability shall be provided to schedule each NPPS batch job, set a scheduled job to hold, and to delete jobs in schedule or hold status.

3.1.1.4.4-101

The capability shall be provided to solicit changes to report distribution and report parameter data to be used to override the predefined default values only for that scheduled execution of the job. The capability to prevent the scheduling of a job without mandatory parameter values shall be provided.

3.1.1.4.4-102

The capability shall be provided to schedule batch jobs based on a predefined schedule and frequency. Override of predefined schedules shall be provided.

3.1.1.4.4-103

The capability shall be provided to submit batch jobs to MVS JES 2.

3.1.1.4.4-104

The capability shall be provided to query the execution status of batch jobs and to capture the step-by-step execution and any errors resulting from execution of the programs being executed. The capability shall be provided to list the detailed execution status by job.

3.1.1.4.4-105

The capability shall be provided to execute user initiated jobs outside the batch administration control capabilities for printing SF 50s and producing PMRS reports.

OUTPUTS

The following outputs shall result from the Batch Job Scheduling process.

3.1.1.4.4-200

NPPS batch schedule entries.

3.1.1.4.4-300

Overriding report recipient data and report parameters.

3.1.1.4.4-400

Displays of schedule status and execution results.

3.1.1.4.5 Batch Job Maintenance

NPPS shall provide the capability to maintain the data necessary to define NPPS batch jobs and individual reports, and to build and maintain the job control language procedures necessary to execute the jobs when scheduled.

INPUTS

The inputs for batch job scheduling consist of job and report definition, execution and distribution information, NPPS printer definition information, and job control language statements. Table 3.1.1.4.5-1 specifies the inputs for Batch Job Maintenance.

PROCESSES

3.1.1.4.5-100 NPPS Printer Definition

The capability shall be provided for the user to define local installation network printers as NPPS printers for the purpose of routing NPPS generated hardcopy report output.

3.1.1.4.5-101

The capability shall be provided to prevent the routing of hardcopy reports generated by NPPS jobs executed through the NPPS batch scheduling capabilities to network printers not defined in the NPPS printer inventory.

TABLE 3.1.1.4.5-1 BATCH JOB MAINTENANCE INPUTS

Field Name	Report Definition	Source
Report Number	Report tag number in the JCL, immediately following the Parm number (maximum of four).	User
Report Title	Title assigned when report is created.	User
Job Number	Job number assigned when report was created (i.e., the job to which the report belongs). (Reports can exist in more than one job.)	User
Print Recip List	"Y" to include the distribution list at the start of the report; otherwise, blank.	User
Total Print Copies	Number of copies requested for this report.	User
Message	Special text to be printed on the distribution page.	User
Private	"Y" to have a Privacy Act message printed on the distribution page and private instruction included in the control record.	User

Field Name	Report Definition	Source
Printer Control Format Instructions	This data will be added to the printer control record generated from the form number and number of copies (i.e., FORMAT = FMT7 for picture format).	User
Run Order Category Code	"1" = Process, "2" = Reports, and "3" = User Initiated, such as SF 50 process.	User
Run Order Category Sequence	Four-digit number which controls the execution sequence; the lowest number runs first.	User
Automatic Schedule Run Frequency	Option for having the system automatically schedule jobs. "0" (zero) = On Request, "D" = Daily, "W" = Weekly, "B" = Biweekly, "M" = Monthly, "Q" = Quarterly, "A" = Annually.	User
Automatic Schedule Next Run Date	Date used by the auto-scheduler as its initial run date.	User
Parameter Data Required	"Y" will force the user to enter parameter values when the job is scheduled; default values will not be used.	User
Output Type	"T" = Tape, "H" = Immediate Hardcopy, "S" = Special Device, and "B" = both Tape and Special Device.	User
Printer (Output) Device ID	System (MVS JES 2) recognized device name.	User
Parameter Edit Modules	Programs which are executed when the job is scheduled to request input of data selection information from the user. The corresponding numbers must agree with values in the JCL.	User

3.1.1.4.5-102

The capability shall be provided to establish and query a table of NPPS printers containing the network routing ID, required to define the output destination to MVS JES 2, and the location and printer type information useful in selecting a printer for output when building new NPPS jobs.

3.1.1.4.5-200 Batch Job Definition

The capability shall be provided to define individual NPPS jobs to be executed in batch.

3.1.1.4.5-201

The capability shall be provided to assign job number, job name and whether the job is a report, a process, or a user job (print SF 50s and PMRS Reports) that is started and executed outside of the batch administration controls. The process jobs shall be executed before report jobs when both types have been scheduled for contemporaneous execution.

3.1.1.4.5-202

The capability shall be provided to assign a batch job sequence number that shall be used to determine the order of execution when multiple batch jobs are scheduled within the process or reports categories.

3.1.1.4.5-203

The capability shall be provided to assign the frequency of execution and whether the job schedule is to be generated by NPPS. The capability shall be provided to generate a calendar of scheduled dates for the current calendar year for each job so identified. User override of the scheduled dates shall be provided.

3.1.1.4.5-204

The capability shall be provided to establish and modify default report parameters for each report in the job requiring parameters. NPPS shall use the default parameters on each job execution unless overriding parameters are entered when the job is scheduled. Reporting options requiring parameters (sort sequence, etc.) are included in Appendix G.

3.1.1.4.5-300 Batch Report Definition

The capability shall be provided to define reports to be produced for each NPPS job.

3.1.1.4.5-301

The capability shall be provided to assign report number, name, and the batch job from which the report is produced. The capability shall be provided to establish a different report definition for a report for each job from which the report is produced.

3.1.1.4.5-302

The capability shall be provided to optionally print a Privacy Act warning as a cover page for reports that will contain private data.

3.1.1.4.5-303

The capability shall be provided to specify and print multiple copies of a report.

3.1.1.4.5-304

The capability shall be provided to define and maintain report assembly and distribution information. This shall include recipient name and location, assembly instructions, and number of copies.

3.1.1.4.5-305

The capability shall be provided to globally change recipient name and address.

3.1.1.4.5-400 Job Control Language Definition

The capability shall be provided to establish and maintain the job control language statements for each NPPS job.

3.1.1.4.5-401

The capability shall be provided to query the job control language sets by job name and add, change, and delete job control language sets.

3.1.1.4.5-402

The capability shall be provided to copy a job control language set from one job to establish a new job with a different name.

3.1.1.4.5-403

The capability shall be provided to renumber (resequence) a job control language set.

OUTPUTS

The following outputs shall result from the Batch Job Maintenance process.

3.1.1.4.5-500

NPPS printer descriptions.

3.1.1.4.5-600

NPPS batch job definitions.

3.1.1.4.5-700

NPPS batch report definitions.

3.1.1.4.5-800

NPPS job control language sets.

3.1.1.5 Ad Hoc Query/Reporting

NPPS shall provide the capability for the user to develop ad hoc queries and design unique reports for obtaining information from the NPPS database. NPPS shall conform to the Automated Information Management (AIM) software standards to satisfy this requirement by utilizing the Software AG product, SUPER NATURAL.

3.1.1.6 *History*

NPPS shall provide the capability to capture database update results to support the historical data requirements which include (1) pay and leave history by pay period for each employee, including the NASA share of employee benefits, (2) personnel action transaction history for each employee, and (3) transaction audit trails of NPPS database maintenance.

INPUTS

The inputs for the History process will be personnel and payroll actions which are applied to the employee database. The subset of payroll employee data values that shall be captured for historical purposes are defined in Appendix K Data Dictionary.

PROCESSES

3.1.1.6-100

The capability shall be provided to create a cumulative pay and leave history for each active employee (Reactivation Indicator not equal 3) for each pay period to include all pay results and leave balances resulting from the pay period process, including pay adjustments.

3.1.1.6-101

The capability shall be provided to retain historical information on the results of all personnel transactions, as well as to retrieve and modify (or delete) the historical data as required. When a personnel transaction is applied to the database (matured), a complete before-and-after image of the employee's data shall be captured, saved for historical purposes, and shall include the date the transaction was matured (mature process date). Corrections and cancellations shall be applied to the original historical data when the correction/cancellation is processed. In addition, the employee's time in grade and age at the time the transaction becomes effective shall become a part of the historical record. A complete list of personnel historical information requirements is specified in Appendix K.

3.1.1.6-102

The capability shall be provided to add, modify, or delete an employee's personnel historical record(s). Maintenance of the historical record shall be based upon the employee's SSN, the NOAC, and Effective Date of the transaction. Full modification of any field (both the before-and/or-after image) shall be provided.

3.1.1.6-103

The capability shall be provided to retain payroll transactions which have updated the NPPS database. This history shall include, at a minimum, the transaction values, an identification of the type of transaction, the date of the transaction, and the transaction initiator.

3.1.1.6-104

The capability shall be provided to save ADABAS/NATURAL error messages that are issued as a result of interactive transactions.

The capability shall be provided to retain personnel cancellation and correction transactions to provide a complete audit trail of actual transactions that modified the employee data when combined with the historical information retained in accordance with Paragraph 3.1.1.6-101.

OUTPUTS

The following outputs shall result from the History process.

3.1.1.6-200

Before-and-after images of employee data as a result from any personnel NOAC at the time the action is matured as defined in Appendix K.

3.1.1.6-300

Employee pay and leave data as of the end of each pay period as defined in Appendix K.

3.1.1.6-400

Audit trail image of the changes to employee data as a result of any personnel NOAC matured as defined in Appendix K.

3.1.1.6-500

Payroll transaction images, execution date/time, and the identification of the initiator of payroll transactions that have updated the database.

3.1.1.6-600

ADABAS/NATURAL error messages saved as part of transaction history.

3.1.1.7 Year-End Processing

NPPS shall provide annual database update and reporting capabilities as described in this section.

3.1.1.7.1 Fiscal Year-End

NPPS shall provide the following fiscal year-end processing capabilities to be applied after the last full pay period of the fiscal year.

INPUTS

The inputs for Fiscal Year-End processing will be the personnel and payroll master data files as specified in Paragraph 3.3.

PROCESSES

3.1.1.7.1-100

The capability shall be provided to initialize military leave days accumulations to zero and to carry over unused days between 1 and 15 for use in the following fiscal year.

OUTPUTS

The following outputs shall result from the Fiscal Year-End process.

3.1.1.7.1-200

Personnel and payroll master data files.

3.1.1.7.2 Pay Year-End

NPPS shall provide the following capabilities to be applied at the end of the last full period for pay (pay period ending date plus 10 days) in the calendar year.

INPUTS

The inputs for the Pay Year-End process will be the personnel and payroll master data files.

PROCESSES

3.1.1.7.2-100

The capability shall be provided to produce employee W2s (Core Report 418), end of pay year reports (Core Reports 415, 416, 417, 421, and 422), and the SSA output interface.

3.1.1.7.2-101

The capability shall be provided to initialize all year-to-date earnings accumulations and deductions accumulations to a value of zero.

3.1.1.7.2-102

The capability shall be provided to set the Pay Cntl: TSP Tape Seq to a value of 1.

OUTPUTS

The following outputs shall result from the Pay Year-End process.

3.1.1.7.2-200

Personnel and payroll master data files.

3.1.1.7.2-300

Core Reports 415, 416, 417, 418, 421, and 422 (included in Appendix G) and the SSA interface.

3.1.1.7.3 Leave Year-End

NPPS shall provide the following capabilities to be applied at the beginning of the first full pay period of the calendar year.

INPUTS

The inputs for the Leave Year-End process will be the personnel and payroll master data files.

PROCESSES

3.1.1.7.3-100

The capability shall be provided to initialize leave year-to-date hour accumulations and leave cost accumulations to zero.

3.1.1.7.3-101

The capability shall be provided to set the amount of annual leave to be carried forward to the new leave year equal to the annual leave balance, provided the balance is equal to or less than the annual leave ceiling.

3.1.1.7.3-102

The capability shall be provided to compute a new ceiling equal to the employee balance if the employee ceiling is greater than 240 (720 for senior executive service employees) and the Annual Leave: Earned Balance is less than the ceiling. For senior executive service (Pay Plan ES) and executive pay act (Pay Plan EX) employees converted during the leave year, only the leave accrued prior to conversion in the current leave year will be subject to the 240 hours ceiling requirement.

3.1.1.7.3-103

The capability shall be provided to initialize expired restored leave to zero.

3.1.1.7.3-104

The capability shall be provided to optionally delete all records for inactive paid employees from the database. Prior to deletion, the employee's forwarding address shall be copied to personnel history.

3.1.1.7.3-105

The capability shall be provided to initialize the biweekly Combined Federal Campaign (CFC) deduction to a value of zero.

3.1.1.7.3-106

The capability shall be provided to recalculate the FEGLI age for all employees with optional insurance coverage elections, the premiums for which are based on age.

3.1.1.7.3-107

The capability shall be provided to initialize the Empl TOA Hrs YTD Grntd Qty to a value of zero.

3.1.1.7.3-108

The capability shall be provided to initialize a Time-Off Award Account to null when the balance is zero due to either usage or forfeiture.

3.1.1.7.3-109

The capability shall be provided to delete all compensatory time records for terminated employees, all forfeited compensatory time records with an original earned date more than 3 years old, and all extended compensatory time records where the extended hours have all been used and none have been forfeited.

3.1.1.7.3-110

The capability shall be provided to compute the projected annual leave accrual for the new leave year for all active employees.

3.1.1.7.3-111

The capability shall be provided to recompute the insurance age of each employee participating in payroll deductions for the NEBA insurance plan based on birth date.

OUTPUTS

The following outputs shall result from the Leave Year-End process.

3.1.1.7.3-200

Personnel and payroll master data files.

PERSONNEL

Table of Contents

Section	Page
3.1.2 PERSONNEL	PER - 1
3.1.2.1 PERSONNEL ACTIONS.....	PER - 1
3.1.2.1.1 COMMON PROCESSES	PER - 1
3.1.2.1.2 FIELD CONDITIONAL PROCESSES	PER - 10
3.1.2.1.3 NOAC DEPENDENT PROCESSES	PER - 31
3.1.2.2 PLANNING ACTIONS	PER - 36
3.1.2.2.1 WITHIN GRADE INCREASE	PER - 36
3.1.2.2.2 CHANGES IN TENURE	PER - 45
3.1.2.2.3 THRIFT SAVINGS PLAN ELIGIBILITY	PER - 47
3.1.2.3 PERSONNEL MASS ACTIONS.....	PER - 48
3.1.2.3.1 TRANSFER MASS ACTION	PER - 50
3.1.2.3.2 FURLOUGH MASS ACTION	PER - 50
3.1.2.3.3 REALIGNMENT MASS ACTION.....	PER - 53
3.1.2.3.4 AWARD MASS ACTION.....	PER - 57
3.1.2.3.5 PERFORMANCE RATING MASS ACTION	PER - 58
3.1.2.3.5.1 PERFORMANCE RATING AUTOMATIC PROCESSING	PER - 59
3.1.2.3.6 ANNUAL COMPARABILITY INCREASE MASS ACTION	PER - 60
3.1.2.3.7 NASA CLASSIFICATION CODE MASS ACTION	PER - 66
3.1.2.3.8 ORGANIZATION NAME MASS ACTION	PER - 67
3.1.2.3.9 FEHB PLAN CODE MASS ACTION	PER - 68
3.1.2.3.10 TSP CHANGE MASS ACTION	PER - 69
3.1.2.3.11 LOCALITY PAYMENT MASS ACTION	PER - 70
3.1.2.3.12 DUTY STATION CHANGE MASS ACTION	PER - 75
3.1.2.3.13 CHANGE IN APPROPRIATION MASS ACTION	PER - 79
3.1.2.3.14 MISCELLANEOUS MASS ACTION	PER - 80
3.1.2.3.15 RETURN TO DUTY MASS ACTION	PER - 81
3.1.2.4 SF 50 PROCESSING	PER - 82
3.1.2.5 SF 52 PROCESSING	PER - 87

Tables

Table	Page
3.1.2.1.1-1 NON-NASA PERSONNEL EDIT CODES FOR NON-NASA ACTIONS PER	- 3
3.1.2.1.2-1 FTE LINE ITEM CRITERIA	PER - 16
3.1.2.1.2-2 HIERARCHICAL STRUCTURED ORGANIZATION	PER - 22
3.1.2.1.2-3 NON-STRUCTURED ORGANIZATION	PER - 22

3.1.2 Personnel

The NPPS shall maintain NASA personnel data in a form which can be readily retrieved and updated. Personnel data shall be processed through a series of personnel actions as described in the following sections.

3.1.2.1 Personnel Actions

The capability shall be provided to process all employee personnel actions described in the Federal Personnel Manual (FPM) by a NOAC and those identified by the agency (NOAC 900 series).

INPUTS

The fields the user shall be allowed or required to enter are listed for each NOAC. Required fields will be those for which data must be entered. Allowed fields will be those for which data may be entered. When the field has been identified as database generated, NPPS will generate a value for this field if left blank by the user. The user will also have the capability to override the value of a generated field by entering a user-specified value. These NOACs are specified in Appendix B, Personnel Action Inputs.

3.1.2.1.1 Common Processes

The following paragraphs specify the requirements for Common Processes.

3.1.2.1.1-100

The capability shall be provided to ensure the employee's most current master record shall be used during the creation or modification of a transaction. When an action is entered, all actions in suspense (not matured) for that SSN, having an Effective Date prior to or equal to the Effective Date of the action being entered, shall be temporarily applied (mock update) to the master record.

3.1.2.1.1-101

The capability shall be provided to set the Source of each action to C, indicating that the action was created as a result of a user generated personnel action.

3.1.2.1.1-102

The capability shall be provided to display only those personnel action screens which contain fields that may be modified for the action being entered.

3.1.2.1.1-103

The capability shall be provided to allow the experienced user to bypass all screens subsequent to the current screen in the personnel action process while still performing all edits on the action.

3.1.2.1.1-104

The capability shall be provided to discontinue the processing of a personnel action once it has begun only after a confirmation is solicited and received from the user.

3.1.2.1.1-105

The capability shall be provided to perform field edits during the creation or modification of a transaction. These edits are listed in Appendix I, Personnel Field Edits.

3.1.2.1.1-106

The capability shall be provided to perform relational edits on NASA employees' data as specified in core table TOPMMSG.

3.1.2.1.1-107

The capability shall be provided to not process NASA Personnel edits on all student volunteer actions.

3.1.2.1.1-108

The capability shall be provided to allow the user to process actions (NOACs) for non-NASA employees without having to enter data in those fields required for NASA employees. NASA Personnel edit codes, listed in Table 3.1.2.1.1-1, represent the edits found in core table TOPMMSG which shall be applied to non-NASA employees.

3.1.2.1.1-109

The capability shall be provided to display informative error messages when edit errors are detected. NASA Personnel edit errors shall appear in the form of the NASA Personnel edit code as described in the core table TOPMMSG. Refer to Appendix H, NASA Personnel Edit Codes.

3.1.2.1.1-110

The capability shall be provided to display the description of NASA Personnel edit errors during the creation or modification of a personnel action as a user option.

**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
NSG	OCA	PHA	PPA	PPB	PPF	PPG
PPH	PPK	PPL	PPM	PPN	PPO	PRH
PSA	PSB	PSC	PSD	PSE	PSF	PSG
PSH	PSI	PSJ	PSK	RAA	RAB	RAC
RAD	SLA	SMA	SME	SMF	SMF	SMH
SMI	SMJ	SNA	SPA	SPB	SPC	SPD
SPE	SPF	SPG	SPH	SPI	SPJ	SPK
SPL	SRA	SRB	SRC	SRD	SRE	SRG
SRH	SRI	SRJ	SRK	SRL	SRM	SRN
SRO	STA	STC	STD	STED	STH	STI
STJ	STK	STL	STM	STO	STP	STR
SUA	SUB	SUC	SUD	SUE	SUF	SUG
SXA	TNA	TNB	TNC	TND	TNE	TNF
TNG	TNH	TNI	TNJ	TNK	TNL	TNM
TNN	VPA	VPB	VPD	VVA	ZZB	ZZC

3.1.2.1.1-111

The capability shall be provided to allow the user to bypass edits during the processing of a transaction.

3.1.2.1.1-112

The capability shall be provided to individually delete personnel actions that have been suspended.

3.1.2.1.1-113

The capability shall be provided to delete transactions as a group by specifying the Source of the actions (i.e., ACI), Nature of Action Code, Action Entry Clerk, or Effective Date of the actions. The capability to delete transactions created by the ACI process based on Pay Table shall be provided.

3.1.2.1.1-114

The capability shall be provided to query suspended transactions by SSN or Name, Effective Date, Nature of Action Code, Source, or Action Update Clerk. Once this list has been produced, the user may select an unmatured action for modification. Refer to Core Reports 906, 907, 908, 909, and 910 in Appendix G.

3.1.2.1.1-115

The capability shall be provided to query an employee's master record by SSN or Name. Refer to Core Reports 901 and 902 in Appendix G.

3.1.2.1.1-116

The capability shall be provided to display an informative message if the action being processed is an accession and the employee is currently in an inactive status in the database.

3.1.2.1.1-117

The capability shall be provided to allow modification of unmatured transactions and disallow modification, except deletion, of matured transactions.

3.1.2.1.1-118

The capability shall be provided for entering SF 50 Comment Codes to be associated with a personnel action, inserting user input variables into the remark associated with the SF 50 Comment Code entered by the user, and allowing user override of the remark associated with the SF 50 Comment Code.

3.1.2.1.1-119

The default value of the SF 50: Signature Code shall be 1, and the capability shall be provided to allow the user to modify it during the creation or modification of a suspended transaction.

3.1.2.1.1-120

The capability shall be provided to display SF 50 Comment Codes and their remarks in accordance with table TCOMENT included in Appendix J during the creation or modification of a transaction as a user option.

3.1.2.1.1-121

The capability shall be provided to set SF 50: Required during the creation of a transaction in accordance with table TNOAC included in Appendix B. An SF 50 approval date will not be required if an SF 50 is not required during the processing of an action.

3.1.2.1.1-122

The capability shall be provided to set the Action Entry Clerk and Action Update

Clerk to the User Name (refer to Table 3.1.1.3-1) of the clerk creating the transaction.

3.1.2.1.1-123

The capability shall be provided to set the Action Update Clerk to the User Name (refer to Table 3.1.1.3-1) of the clerk modifying the transaction.

3.1.2.1.1-124

The capability shall be provided to set the Action Entry Date and Action Update Date to the current date during the creation of the transaction.

3.1.2.1.1-125

The capability shall be provided to set the Action Update Date to the current date during the modification of the transaction.

3.1.2.1.1-126

The capability shall be provided to set an SF 50 Comment Code equal to P26 with the variable contained in this remark set equal to Empl Total Pay Amt if Empl Adjstd Basic Pay Amt is limited by the Salary Cap.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.1.1-127

The capability shall be provided to set an SF 50 Comment Code equal to P05 if the employee is Special Rate (Pay Rate Determinant equals 5, 6, or M).

3.1.2.1.1-128

The capability shall be provided to set an SF 50 Comment Code equal to P04 if the employee is being hired (NOAC = 100 - 199 or 500 - 599) under the Superior Qualifications Rate (Pay Rate Determinant equals 5 or 7) and the Pay Plan equals GS or GM.

3.1.2.1.1-129

The capability shall be provided to set SF 50: Signature date to the null value if an SF 50 is not required for this NOAC.

3.1.2.1.1-130

The capability shall be provided to set the SF 50 Comment Code equal to Y70 if the employee is being hired (NOAC 100 - 199 or 500 - 599), the Pay Rate Determinant equals 7, and the employee is Wage Board (NASA Classification Code equals 10000).

3.1.2.1.1-131

The capability shall be provided to set the SF 50 Comment Code equal to A17 if the employee is a Re-employed Annuitant (Annuitant Indicator equals 1, 4, or 5).

3.1.2.1.1-132

The capability shall be provided to set the SF 50 Comment Codes equal to P08 and P10 with the variable contained in this remark set equal to the amount of the

annuity, and Y71 with the variable contained in this remark set equal to Empl Adjstd Basic Pay Amt if the employee is a Re-employed Annuitant (Annuitant Indicator equals 1, 4 or 5 or A, C, or E) and the Pay Basis is not equal to WC (Without Compensation).

3.1.2.1.1-133

The capability shall be provided to change an SF 52 action into an SF 50 action.

3.1.2.1.1-134

The capability shall be provided to initialize to null Suspense Edit Bypass, Suspense Sequence, Combination, Print Status, and SF 52 Indicator when an SF 52 action is converted into an SF 50 action.

3.1.2.1.1-135

The capability shall be provided to deny conversion of an SF 52 action into an SF 50 action if the SF 52 Print Status is not set to P.

3.1.2.1.1-136

The capability shall be provided to set the SF 50 Comment Code equal to P78 with the variable contained in this remark set equal to the amount of the Retention Allowance if the employee is receiving a Retention Allowance prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E, SF 50/SF 52.

3.1.2.1.1-137

The capability shall be provided to set the SF 50 Comment Code equal to P70 with the variable contained in this remark set equal to the amount of the Retention Allowance if the employee is receiving a Retention Allowance as of the effective date of the action and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-138

The capability shall be provided to set the SF 50 Comment Code equal to P80 with the variable contained in this remark set equal to the amount of the Supervisory Diff if the employee is receiving a Supervisory Diff prior to the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-139

The capability shall be provided to set the SF 50 Comment Code equal to P72 with the variable contained in this remark set equal to the amount of the Supervisory Diff if the employee is receiving a Supervisory Diff as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-140

The capability shall be provided to set the SF 50 Comment Code equal to P79 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential prior to the effective date of

the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-141

The capability shall be provided to set the SF 50 Comment Code equal to P71 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-142

The capability shall be provided to set the SF 50 Comment Code equal to P73 when the NOAC equals 818 and is giving or changing the Empl AUO Pct.

3.1.2.1.1-143

The capability shall be provided to set the SF 50 Comment Code equal to P82 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO prior to the effective date of the action and the NOAC is not one of those listed under Block 12 of Appendix E.

3.1.2.1.1-144

The capability shall be provided to set the SF 50 Comment Code equal to P81 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO as of the effective date of the action, the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-145

The capability shall be provided to set the SF 50 Comment Code equal to M67 when the NOAC is in the range 300-399 except NOAC 350 or the fourth character of the NOAC is "T".

3.1.2.1.1-146

The capability shall be provided to modify the SSN on all unmatured actions if the accession action (NOACs 100-199 or fourth character equals "A") is currently on the suspense file and is unmatured.

3.1.2.1.1-147

The capability shall be provided to set the SF 50 Comment Code equal to Y20 for a Firefighter (Occupational Code equal to 0081 and Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1**, ***A), conversions (5**), and awards (815, 816, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = $EMPL-ADJSTD-BASIC-PAY-AMT * .25$ rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 * 1%, where % = higher of the two locality rates found in TLOA) * .25 rounded

3.1.2.1.1-148

The capability shall be provided to set the SF 50 Comment Code equal to P92 with the variable contained in this remark set equal to the locality payment percentage if the NOAC is 895 and the Adjusted Basic Pay is equal to Basic Pay plus LOA percent.

3.1.2.1.1-149

The capability shall be provided to set the SF 50 Comment Code equal to P93 if the NOAC is 895; the Pay Rate Determinant is equal to 5, 6, E, F, or M; the Pay Table Indicator is equal to L or W; and the Adjusted Basic Pay is equal to the Special Salary Rate.

3.1.2.1.1-150

Deleted

3.1.2.1.1-151

The capability shall be provided to set the SF 50 Comment Code equal to P95 if the NOAC is 895; the Pay Rate Determinant is equal to 5, 6, E, F, or M; the Occupational Code is equal to 1811; and the Adjusted Basic Pay is equal to Basic Pay plus LEO/IGA percent.

3.1.2.1.1-152

The capability shall be provided to set the SF 50 Comment Code equal to P96 if the NOAC is 895 and the Pay Rate Determinant changes from 5, 6, E, or F to M.

3.1.2.1.1-153

The capability shall be provided to change the effective date of a suspended transaction. This capability will include automatic resetting of all dates previously set based on Effective Date (as outlined in Paragraphs 3.1.2.1.2 and 3.1.2.1.3) to the new Effective Date and the initiation of the change function.

3.1.2.1.1-154

The capability shall be provided for each installation to identify local data elements as required input versus optional input during personnel actions processing (PERACT). The selection of data elements as required input can be made for those fields identified as modifiable for a NOAC.

3.1.2.1.1-155

The capability shall be provided to set the SF 50 Comment Code to P99 with the variable contained in this remark set equal to Availability Pay: Annual Amt when employee is currently receiving availability pay and NOAC NE 819 and the employee is not receiving an Award: Amount, and NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.1.1-156

The capability shall be provided to set an SF 50 Comment Code equal to Y35 with the variable contained in this remark set equal to Empl Lclty Adjstmnt Anl Amt when Empl Sch Lclty Adjstmnt Anl Amt causes Empl Adjstd Basic Pay Amt to be limited by the Salary Cap.

3.1.2.1.1-157

For efficiency and for assuring that only data which is required or needed and valid is entered for each NOAC, the capability shall be provided to control whether a data element is required, optional, or closed for data entry per screen, per NOAC. Any data element whose value is generated by the system shall be listed in Appendix B.

3.1.2.1.2 Field Conditional Processes

The following paragraphs specify the requirements for Field Conditional Processes.

3.1.2.1.2-200

The capability shall be provided to generate specific values for the following fields based on the modification of other fields if the new value is null when creating or modifying a transaction. The fields and values will be set as defined in the following paragraphs.

3.1.2.1.2-201

The capability shall be provided to set Grade: Current Date to the Effective Date of the action if an employee's Grade: Current changes and the action being processed is not a correction or cancellation.

3.1.2.1.2-202

The capability shall be provided to set New Supervisor Date to the Effective Date and New Supervisor End Date to the Effective Date plus one year when an employee's Supervisory Code changes to 2 from something other than 2.

3.1.2.1.2-203

The capability shall be provided to initialize to null New Supervisor Date and New Supervisor End Date when an employee's Supervisory Code changes from 2 to any non-blank value other than 2.

3.1.2.1.2-204

The capability shall be provided to set the Nature of Action and Legal Authority descriptions based on the Nature of Action and Legal Authorities entered by the user in accordance with table TNOAC and TAUTH included in Appendix J.

3.1.2.1.2-205

The capability shall be provided to set Title: Local, Title: NASA, and Title: OPM on any change to Occupational Code, NASA Classification Code, Supervisory Code, or Title Code in accordance with table TTITLE included in Appendix J.

3.1.2.1.2-206

The capability shall be provided for the Retirement: Optional Date and Retirement: Discontinued Date to be recalculated on any change in Date of Birth, Empl Svc Cmptn Rtrmnt Date (SCD: Retirement), or Retirement Plan as follows, except if the action being processed is a 971A, 972, or 973T.

If Retirement Plan = 1 or C

Retirement: Optional Date = Earliest of 1, 2, or 3

1. The latest date of
 - Date of Birth + 62 yrs
 - Empl Svc Cmptn Rtrmnt Date + 5 yrs (SCD: Retirement)

2. The latest date of
 - Date of Birth + 60 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)
3. The latest date of
 - Date of Birth + 55 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 30 yrs
(SCD: Retirement)

Retirement: Discontinued Date = Earliest of 1 or 2

1. The latest date of
 - Date of Birth + 50 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)
2. Empl Srvc Cmptn Rtrmnt Date + 25 yr
(SCD: Retirement)

If Retirement Plan = K

Retirement: Optional Date = Earliest of 1, 2, or 3

1. The latest date of
 - Date of Birth + 62 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 5 yrs
(SCD: Retirement)
2. The latest date of
 - Date of Birth + 60 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)

3. The latest date of

- If Date of Birth < 1948
Date of Birth + 55 years
- If Date of Birth = 1948
Date of Birth + 55 years and 2 months
- If Date of Birth = 1949
Date of Birth + 55 years and 4 months
- If Date of Birth = 1950
Date of Birth + 55 years and 6 months
- If Date of Birth = 1951
Date of Birth + 55 years and 8 months
- If Date of Birth = 1952
Date of Birth + 55 years and 10 months
- If 1952 < Date of Birth < 1965
Date of Birth + 56 years
- If Date of Birth = 1965
Date of Birth + 56 years and 2 months
- If Date of Birth = 1966
Date of Birth + 56 years and 4 months
- If Date of Birth = 1967
Date of Birth + 56 years and 6 months
- If Date of Birth = 1968
Date of Birth + 56 years and 8 months
- If Date of Birth = 1969
Date of Birth + 56 years and 10 months
- If Date of Birth > 1969
Date of Birth + 57 years
- Empl Svc Cmptn Rtrmnt Date + 30 years
(SCD: Retirement)

Retirement: Discontinued Date = Earliest of 1 or 2

1. The latest date between
 - Date of Birth + 50 yrs
 - Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)
2. Empl Srvc Cmptn Rtrmnt Date + 25 yrs
(SCD: Retirement)

If Retirement Plan = 6, E, or M

Retirement: Optional Date = Earliest of 1 or 2

1. Date of Birth + 50 yrs
2. Empl Srvc Cmptn Rtrmnt Date + 20 yrs
(SCD: Retirement)

If the computed date is an invalid date, one day will be subtracted from the computed date until a valid date is computed.

In addition, the capability shall be provided to recalculate the Empl FERS Min Ret Date (FERS MRA) for FERS (Retirement Plan = K or M) employees on any change in Retirement: Optional Date, Date of Birth, Empl Srvc Cmptn Rtrmnt Date, or Retirement Plan, except if the action being processed is a 971A, 972, or 973T. The date shall be calculated as follows:

The latest date of

- If Date of Birth < 1948
Date of Birth + 55 years
- If Date of Birth = 1948
Date of Birth + 55 years and 2 months
- If Date of Birth = 1949
Date of Birth + 55 years and 4 months
- If Date of Birth = 1950
Date of Birth + 55 years and 6 months
- If Date of Birth = 1951
Date of Birth + 55 years and 8 months

- IF Date of Birth = 1952
Date of Birth + 55 years and 10 month
- If 1952 < Date of Birth < 1965
Date of Birth + 56 years
- If Date of Birth = 1965
Date of Birth + 56 years and 2 months
- If Date of Birth = 1966
Date of Birth + 56 years and 4 months
- If Date of Birth = 1967
Date of Birth + 56 years and 6 months
- If Date of Birth = 1968
Date of Birth + 56 years and 8 months
- If Date of Birth = 1969
Date of Birth + 56 years and 10 months
- If Date of Birth > 1969
Date of Birth + 57 years
- Empl Svc Cmptn Rtrmnt Date + 10 years

If Retirement: Optional Date is earlier than the date computed above, the Empl FERS Min Ret Date (FERS MRA) shall be set equal to the Retirement: Optional Date.

3.1.2.1.2-207

The capability shall be provided to set Degree: Highest Level, Degree: Highest Year, Degree: Highest Field to zero(s) if Educational Level is less than 10 or equal to 11 or 12.

3.1.2.1.2-208

The capability shall be provided to set WIG Date: Next and WIG: Waiting Period End Date to null if an employee changes to Pay Plans ES, EX, AD, ST, or CA.

3.1.2.1.2-209

The capability shall be provided to set the value of Non-NASA Appropriation Code based on any change to Non-NASA Project Line Item in accordance with values established at installation for Non-NASA Project Line Item Conversion.

3.1.2.1.2-210

The capability shall be provided to set FTE Line Item based on any change to Pay Plan, Tenure Code, Work Schedule, Position Code, Degree: Third Highest Level, or Empl Basic Pay Amt based on the values found in Table 3.1.2.1.2-1, FTE Line Item Criteria.

3.1.2.1.2-211

The capability shall be provided to set Empl Basic Pay Amt and Empl Sch Basic Pay Amt in accordance with table TSALSTEP, included in Appendix J, based on any change to Pay Table, Grade: Current, or Step for non-retained grade employees. The following criteria must also be met before these fields will be set.

- Action being processed must be an accession (1**, ***A), conversion (5**), 702, 703, 713, 721, 740, 741, 866, 892, 893, 894, 002, or 001.
- Employee's Pay Plan must not equal GM.
- Employee's Step must not equal 0.
- Employee's Pay Rate Determinant must equal 0, 5, 6, 7, C, or M.

3.1.2.1.2-212

The capability shall be provided to increase Empl Basic Pay Amt or Empl Sch Basic Pay Amt by an amount equivalent to 1/9 of the range specified in TSALSTEP for appropriate Pay Table when Pay Plan equals GM and NOAC equals 891 or 892. Empl Basic Pay Amt or Empl Sch Basic Pay Amt shall not exceed the maximum amount specified in TSALSTEP for appropriate Pay Table.

3.1.2.1.2-213

The capability shall be provided to set Degree: Bachelor Year to zero if Degree: Highest Level is changing to a value not equal to Bachelors (B), Masters (M), or Doctorate (D).

Table 3.1.2.1.2-1 FTE Line Item Criteria

FTE Line Item	Tenure	Position Code	Work Schedule Code	Special Criteria
1	1 or 2	0	F	*1
2	1 or 2	1	P, S, or T	*1
3	1 or 2	0	F	*2
4	1 or 2	1	P, S, or T	*2
5	1 or 2	6	F	
6	1 or 2	7	F	
7	1 or 2	8	P, S, or T	
8	1 or 2	5	I	*3
9	1 or 2	8	I	*3
10	0 or 3	1	F	
11	0 or 3	1	P, S, or T	
12	0 or 3	5	F	
13	0 or 3	5	P, S, or T	
14	0 or 3	5	I	*3
15	0	3	F	
16	0	3	P, S, or T	
17	0	3	I	*3
18	0 or 3	6	F	*6
19	0 or 3	7	F	
20	0	6	F	*4
21	0	8	P, S, or T	*4
22	0	5	I	*3 and 4
23	0	5	F	*4
26	any	2, 4	any	*5
27	any	any	any	*5

*1 COOP: Intended Degree Level equals G, N, U, P, or H

*2 COOP: Intended Degree Level equals I

*3 Empl Basic Pay Amt is greater than zero

*4 Pay Plan is equal to ES

*5 If none of the above criteria derives an FTE Line Item

*6 Pay Plan is not equal to ES

3.1.2.1.2-214

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 702, 703, 891, or 893 and the employee meets the following criteria.

- Permanent General Schedule employees (Pay Plan equals GS or GM and Position: Type equals 0, 2, 4, 5, 6, 7, or 8)
- Permanent Federal Wage System employees (NASA Classification Code equals 1**** and Position: Type equals 0, 1, 5, 6, 7, or 8)

General Schedule Calculation (Pay Plan GS):

If the employee's new Step equals 1, 2, or 3, then WIG Date: Next shall equal Effective Date plus 52 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 4, 5, or 6, then WIG Date: Next shall equal Effective Date plus 104 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 7, 8, or 9, then WIG Date: Next shall equal Effective Date plus 156 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 893 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

General Schedule Calculation (Pay Plan GM):

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step 4 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next shall equal Effective Date plus 52 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 4 and less than Step 7 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next shall equal Effective Date plus 104 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 7 and less than Step 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next shall equal Effective Date plus 156 weeks and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to Step 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG Date: Next and WIG: Waiting Period End Date shall be set to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 891 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

Federal Wage System Calculation:

If the employee's new Step equals 1, then WIG Date: Next shall equal Effective Date plus 26 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 2, then WIG Date: Next shall equal Effective Date plus 78 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 3 or 4, then WIG Date: Next shall equal Effective Date plus 104 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 5, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 893 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

Federal Wage System Calculation (Pay Plans XP, XL, XS, XD, XN):

If the employee's new Step equals 1, then WIG Date: Next shall equal Effective Date plus 26 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 2, then WIG Date: Next shall equal Effective Date plus 78 weeks and WIG: Waiting Period End Date shall equal WIG Date: Next minus 1 day.

If the employee's new Step equals 3, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the WIG: Waiting Period End Date is blank when the NOAC is 893 and LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours, a message shall be output to allow the manual adjustment of the WIG Date: Next.

3.1.2.1.2-215

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 892 and the employee is General Schedule (Pay Plan equals GS or GM, or Pay Plan: Retained equals GS or GM).

Non-Retained Grade Calculation (Pay Plan GS):

If the employee's new Step equals 4 or 7, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Retained Grade Calculation (Pay Plan GS):

If the employee's new Step: Retained equals 4 or 7, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Step: Retained equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Non-Retained Grade Calculation (Pay Plan GM):

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step 4 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 4 and less than Step 7 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step 7 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step 7 and less than Step 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to Step 10 of equivalent grade and step of Pay Table Rate, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Retained Grade Calculation (Pay Plan GM):

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step: Retained 4 and the new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to or greater than Step: Retained 4 and less than Step: Retained 7 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's old Empl Basic Pay Amt or Empl Sch Basic Pay Amt is less than Step: Retained 7 and the new Empl Basic Pay Amt or Empl Sch Basic Pay

Amt is equal to or greater than Step: Retained 7 and less than Step: Retained 10 of equivalent grade and step for appropriate Pay Table Rate, then WIG: Waiting Period End Date shall be increased by 364 days and WIG Date: Next shall equal the next pay period beginning date greater than the WIG: Waiting Period End Date.

If the employee's new Empl Basic Pay Amt or Empl Sch Basic Pay Amt is equal to Step: Retained 10 of equivalent grade and step of Pay Table Rate, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

3.1.2.1.2-216

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 100, 101, 140, 141, or 170 and the employee meets the following criteria.

- Permanent General Schedule employees
- Permanent Federal Wage System employees (NASA Classification Code equals 1)

General Schedule Calculation (Pay Plan GS):

If the employee's new Step equals 1, 2, or 3, then WIG: Waiting Period End Date shall equal the Effective Date plus 52 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 4, 5, or 6, then WIG: Waiting Period End Date shall equal the Effective Date plus 104 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 7, 8, or 9, then WIG: Waiting Period End Date shall equal the Effective Date plus 156 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Federal Wage System Calculation:

If the employee's new Step equals 1, then WIG: Waiting Period End Date shall equal the Effective Date plus 26 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 2, then WIG: Waiting Period End Date shall equal the Effective Date plus 78 weeks minus 1 day, and WIG Date: Next shall

be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 3 or 4, then WIG: Waiting Period End Date shall equal the Effective Date plus 104 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 5, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

Federal Wage System Calculation (Pay Plans XP, XL, XS, XD, XN):

If the employee's new Step equals 1, then WIG: Waiting Period End Date shall equal the Effective Date plus 26 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 2, then WIG: Waiting Period End Date shall equal the Effective Date plus 78 weeks minus 1 day, and WIG Date: Next shall be set equal to the next pay period beginning date after the WIG: Waiting Period End Date.

If the employee's new Step equals 3, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

3.1.2.1.2-217

The capability shall be provided for the Pay Rate Determinant to be determined on any change in Grade: Current or Step and the action being processed is not equal to 001 or 002 as follows.

If PRD equals 7, then PRD should be set to 0.

If PRD equals 5, then PRD should be set to 6.

3.1.2.1.2-218

The capability shall be provided to initialize to null Coop: Date Entered Program, Coop: Return to School Date, Coop: Return to Duty Date, Coop: Intended Degree Field, Coop: Intended Degree Level, Coop: Intended Graduation Year, Coop: School Code, and Coop: GPA if the NOAC is a conversion and the Position: Type changes from 0 or 1 to something other than 0 or 1 with optional override.

3.1.2.1.2-219

The capability shall be provided to set the TSP: Employee Status Code to "I" if the action being processed is an accession (1**, ***A), the Retirement Plan equals K, M, or N, and the SCD: Leave equals the Effective Date of action.

3.1.2.1.2-220

The capability shall be provided to generate Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and

Organization: Assigned Level Four based on a hierarchical structure if the employee's Organization: Assigned code is identified as structured. This technique is demonstrated in Table 3.1.2.1.2-2. If the Organization: Assigned code is identified as a non-structured organization, NPPS shall use the user defined levels of Organization: Assigned codes associated with the employee's Organization: Assigned code to generate the different levels of organization titles. This technique is demonstrated in Table 3.1.2.1.2-3, Non-structured Organization.

Table 3.1.2.1.2-2 Hierarchical Structured Organization

User-specified default value for a hierarchical Structured Organization (may be any value)	A111
Employee's Organization Assigned Code	FD321

Organization Assigned Codes which will be generated by substituting the employee's Organization Assigned Code into the user-specified structure, contained in the brackets below, and the Sample Organization Titles that will be printed on the SF 50

F[A111]	Mission Support Directorate	(Level 1)
FD[111]	Data Processing Systems Division	(Level 2)
FD3[11]	Communications Branch	(Level 3)
FD32[1]	Network Section	(Level 4)

The generation of Organization codes shall be discontinued when the employee's Organization Assigned matches the generated Organization code. The same logic as above shall be applied if the employee's Organization Assigned code is at the fifth level with the bottom four codes being used to generate titles to print on the SF 50.

Table 3.1.2.1.2-3 Non-structured Organization

Employee's Organization Assigned Code	B5432
User-Specified Organization Assigned Codes and Titles to print on the SF 50 preceding the Employee's Organization Title	N9999 P1122 S3344

The four codes used for SF 50 printing and sample Organization Titles

N9999	NPPS Directorate
P1122	Personnel Systems Division
S3344	SF 50 Branch
B5432	Organization Title Section

3.1.2.1.2-221

If the Performance Rating: Current in the master record is zero and the NOAC is 990, the capability shall be provided to set Performance Rating: Current equal to the input Performance Rating: Current, the Empl Crnt Rtng Efctv Date equal to the effective date of the personnel transaction, and the Performance Rating: Current Year to the input Performance Rating: Current Yr.

If the Performance Rating: Current in the master record is not zero, and the NOAC is 990, the capability shall be provided to set the performance rating fields as follows.

Performance Rating: Prior 3	=	Performance Rating: Prior 2
Performance Rating: Prior Yr 3	=	Performance Rating: Prior Yr 2
Empl Prior3 Rtng Efctv Date	=	Empl Prior2 Rtng Efctv Date
Performance Rating: Prior 2	=	Performance Rating: Prior 1
Performance Rating: Prior Yr 2	=	Performance Rating: Prior Yr 1
Empl Prior2 Rtng Efctv Date	=	Empl Prior1 Rtng Efctv Date
Performance Rating: Prior 1	=	Performance Rating: Current
Performance Rating: Prior Yr 1	=	Performance Rating: Current Yr
Empl Prior1 Rtng Efctv Date	=	Empl Crnt Rtng Efctv Date
Performance Rating: Current	=	Input Performance Rating: Current
Performance Rating: Current Yr	=	Input Performance Rating: Current Yr
Empl Crnt Rtng Efctv Date	=	Effective Date of Transaction
Empl Prior3 Rtng Ptrn Code	=	Empl Prior2 Rtng Ptrn Code
Empl Prior2 Rtng Ptrn Code	=	Empl Prior1 Rtng Ptrn Code
Empl Prior1 Rtng Ptrn Code	=	Empl Crnt Rtng Ptrn Code
Empl Crnt Rtng Ptrn Code	=	Inpt Rating Pattern Code

3.1.2.1.2-222

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.1.2-223

The capability shall be provided to compute Empl AUO Anl Amt by multiplying Empl Adjstd Basic Pay Amt by Empl AUO Pct when Empl AUO Pct is input by the user and to set Empl AUO Anl Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-224

The capability shall be provided to compute Empl AUO Pct (rounded to nearest whole percent) by dividing Empl AUO Anl Amt by Empl Adjstd Basic Pay Amt when Empl AUO Anl Amt is input by the user.

3.1.2.1.2-225

The capability shall be provided to compute Empl Bonus Rcrtmnt Amt when NOAC 815 is generated by multiplying Empl Basic Pay Amt by Empl Bonus Rcrtmnt Pct when Empl Bonus Rcrtmnt Pct is input by the user and to set Empl Bonus Rcrtmnt Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-226

The capability shall be provided to compute Empl Bonus Rcrtmnt Pct (rounded to nearest whole percent) when NOAC 815 is generated by dividing Empl Bonus Rcrtmnt Amt by Empl Basic Pay Amt when Empl Bonus Rcrtmnt Amt is input by the user.

3.1.2.1.2-227

The capability shall be provided to compute Empl Bonus Rlctn Amt when NOAC 816 is generated by multiplying Empl Basic Pay Amt by Empl Bonus Rlctn Pct when Empl Bonus Rlctn Pct is input by the user and to set Empl Bonus Rlctn Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-228

The capability shall be provided to compute Empl Bonus Rlctn Pct (rounded to nearest whole percent) when NOAC 816 is generated by dividing Empl Bonus Rlctn Amt by Empl Basic Pay Amt when Empl Bonus Rlctn Amt is input by the user.

3.1.2.1.2-229

The capability shall be provided to compute Retention Allowance by multiplying Empl Basic Pay Amt by Empl Rrtn Alwnc Pct when Empl Rrtn Alwnc Pct is input by the user and to set Retention Allowance to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-230

The capability shall be provided to compute Empl Rrtn Alwnc Pct (rounded to nearest whole percent) by dividing Retention Allowance by Empl Basic Pay Amt when Retention Allowance is input by the user.

3.1.2.1.2-231

The capability shall be provided to compute Empl Stfng Dfrntl Anl Amt by multiplying Empl Basic Pay Amt by Salary: Staffing Differential Percent when Salary: Staffing Differential Percent is input by the user and to set Empl Stfng Dfrntl Anl Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-232

The capability shall be provided to compute Salary: Staffing Differential Percent (rounded to nearest whole percent) by dividing Empl Stfng Dfrntl Anl Amt by Empl Basic Pay Amt when Empl Stfng Dfrntl Anl Amt is input by the user.

3.1.2.1.2-233

The capability shall be provided to compute Supervisory Diff by multiplying Empl Basic Pay Amt by Empl Sprvsry Dfrntl Pct when Empl Sprvsry Dfrntl Pct is input by the user and to set Supervisory Diff to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-234

The capability shall be provided to compute Empl Sprvsry Dfrntl Pct (rounded to nearest whole percent) by dividing Supervisory Diff by Empl Basic Pay Amt when Supervisory Diff is input by the user.

3.1.2.1.2-235

The capability shall be provided to compute Empl Tot Pay Amt by summing Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt and to set Empl Tot Pay to zero when Empl Basic Pay is set to zero.

3.1.2.1.2-236

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt, Empl Sch Basic Pay Amt, or Empl Lclty Adjstmnt Ind when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant

shall be set to zero. Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.1.2-237

The capability shall be provided to set Empl Lclty Adjstmnt Ind in accordance with table TLOA based on any change to Duty Station, Occupational Code, or Pay Plan. Empl Lclty Adjstmnt Anl Amt will be recomputed on all personnel actions except NOACs 800 (Change in Data Element) or 899 (Step Adjustment).

3.1.2.1.2-238

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt and to set Empl Othr Pay Amt to zero when Empl Basic Pay is set to zero by the user.

3.1.2.1.2-239

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl

Sch Basic Pay Amt is greater than zero and to set Empl Sch Adjstd Basic Pay Amt, Empl Sch Basic Pay Amt, and Empl Lclty Adjstmnt Anl Amt to zero when Empl Basic Pay Amt is set to zero by the user.

3.1.2.1.2-240

The capability shall be provided to set the Award: Amount equal to Empl Bonus Rcrtmnt Amt when the NOAC is equal to 815, Empl Bonus Rlctn Amt when the NOAC is equal to 816, or Salary: Foreign Language Annual Amount when the NOAC is equal to 873.

3.1.2.1.2-241

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff on each pay adjustment.

3.1.2.1.2-242

The capability shall be provided to compute the Gross Award: Amount for an On the Spot Cash Award (NOAC 877 and Legal Authority Code: 1 = V3F) based on the net amount of the award as follows.

Award: Amount

$$*\text{Net Amount of Award} / (1 - .28 - A - B - C - D)$$

Where:

A = Statutory OASDI rate in table TRETIR, Appendix J

B = Statutory HIT rate, in table TRETIR, Appendix J

C = On the Spot Awards state tax rate / 100, in table TTAX, Appendix J

D = On the Spot Awards city tax rate / 100, in table TTAX, Appendix J

* If the result of the computation is not a whole dollar amount, the federal tax withholding shall be rounded to bring the net award amount to a whole dollar.

3.1.2.1.2-243

The following capabilities shall be provided to calculate WIG Date: Next and WIG: Waiting Period End Date if NOAC is 721 and the employee's Pay Plan changes from GM to GS.

General Schedule Calculation:

If the employee's new Step equals 1, 2, or 3, then WIG Date: Next shall equal Last Equiv Incr Date plus 52 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 4, 5, or 6, then WIG Date: Next shall equal Last Equiv Incr Date plus 104 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 7, 8, or 9, then WIG Date: Next shall equal Last Equiv Incr Date plus 156 weeks, and WIG: Waiting Period End Date shall equal the WIG Date: Next minus 1 day.

If the employee's new Step equals 10, then WIG Date: Next and WIG: Waiting Period End Date shall be initialized to null.

If the Last Equiv Incr Date is blank, do not recalculate dates.

3.1.2.1.2-244

The capability shall be provided to set Pay Rate Determinant to "M" based on NOAC equal 895; Pay Rate Determinant equal 5, 6, E, or F; Pay Table Indicator equal W; and Empl Locality Adj Amt greater than zero when Adjusted Annual Rate of Basic Pay is computed using Worldwide/Nationwide special rates and effective date is not greater than 01/09/1994.

3.1.2.1.2-245

The capability shall be provided to disallow entry of WIG Date: Next and WIG: Waiting Period End Date if the NOAC is 107, 115, 117, 120, 122, 124, 171, 507, 515, 517, 520, 522, 524, or 571 and Pay Plan is GS.

3.1.2.1.2-246

The capability shall be provided to disallow the processing of a NOAC 990 action if the Effective Date of the action is the same as Empl Crnt Rtnng Efctv Date, Empl Prior1 Rtnng Efctv Date, Empl Prior2 Rtnng Efctv Date, or Empl Prior3 Rtnng Efctv Date.

3.1.2.1.2-247

The capability shall be provided to display an informative message if a NOAC 990 action is being processed and the input Performance Rating: Current Yr is equal to Performance Rating: Current Yr, Performance Rating: Prior Yr 1, Performance Rating: Prior Yr 2, or Performance Rating: Prior Yr 3.

3.1.2.1.2-248

The capability shall be provided to set Pay Basis as follows based on the employee's Pay Plan.

<u>Pay Plan</u>	<u>Pay Basis</u>	<u>Pay Plan</u>	<u>Pay Basis</u>
AD	PA	WD	PH
AU	PA	WG	PH
CA	PA	WL	PH
ED	PD	WM	PH
EF	PD	WN	PH
EH	PD	WS	PH
ES	PA	WT	PH
EX	PA	WW	PH
FN	PA	XD	PH
GM	PA	XL	PH
GS	PA	XN	PH
SL	PA	XP	PH
ST	PA	XS	PH
WB	PH	ZZ	WC

3.1.2.1.2-249

The capability shall be provided to prevent processing a NOAC 819 availability pay action on an employee who is receiving an AUO Amount.

3.1.2.1.2-250

The capability shall be provided to prevent processing a NOAC 818 AUO action on an employee who is receiving availability pay.

3.1.2.1.2-251

The capability shall be provided to compute Availability Pay: Annual Amt (if employee is not currently receiving availability pay) when a NOAC 819 is generated. Availability pay will equal the employee's current Adj Basic Pay of record multiplied by 25% (results 50 cents and over increased to next whole dollar).

3.1.2.1.2-252

The capability shall be provided to set Availability Pay: Annual Amt to null (if employee is currently receiving availability pay) when a NOAC 819 is generated.

3.1.2.1.2-253

The capability shall be provided to set Availability Pay: Annual Amt to null when

a NOAC 001 cancellation is processed against a NOAC 819 availability pay action.

3.1.2.1.2-254

The capability shall be provided to recompute Availability Pay: Annual Amt when Adj Basic Pay changes by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

3.1.2.1.2-255

The capability shall be provided to recalculate Empl Basic Pay Amt, Empl Sch Basic Pay Amt, Empl Lclty Adjstmnt Anl Amt, Empl Sch Lclty Adjstmnt Anl Amt, Empl Adjstd Basic Pay Amt, Empl Sch Adjstd Basic Pay Amt, Empl Othr Pay Amt, Empl Tot Pay Amt, and Empl Sch Tot Pay Amt for a suspended personnel action when one of the following data elements are rekeyed.

Pay Plan, Occupational Code, Grade: Current, Step, Pay Rate
Determinant, Duty Station Code, Pay Table

If the following SF 50 Comment Codes are contained in the action being amended, their variables shall also be recalculated: P10, P26, P70, P71, P72, P81, P85, P99, Y20, Y35, and Y71.

3.1.2.1.3 NOAC Dependent Processes

The following paragraphs specify the requirements for NOAC Dependent Processes.

3.1.2.1.3-300

The capability shall be provided to set the following fields with values based on NOACs if the new value is null when creating or modifying a transaction. The NOACs and values will be set as follows.

	Fields	Value Source
3.1.2.1.3-301	NOACs: Accessions (1**, ***A)	
	Agency Code: Employing	Value based on Installation
	Duty Station Code	Value based on Installation
	EOD Date	Effective Date of Action
	Empl Svc Cmpn Rtrmnt Date (Except 971A)	SCD: Leave
	(SCD: Retirement)	Initialized to null
	TSP: Separation Code	Initialized to null
	TSP: Separation Date	

	Fields	Value Source
3.1.2.1.3-305	NOACs: 350 Departure Destination Departure Reason	9 X
3.1.2.1.3-306	NOACs: 460 Coop: Return to School	Initialized to null
3.1.2.1.3-307	NOACs: Conversion (5**) Appointment: NTE Date excluding 508, 515, 517, 522, 548, 549, 571 Furlough NTE Date Position Change NTE Promotion NTE Date Sabbatical NTE Date Suspension NTE Date	Initialized to null Initialized to null Initialized to null Initialized to null Initialized to null
3.1.2.1.3-308	NOACs: 500, 501 Appointment: Hour Limit	Initialized to null
3.1.2.1.3-309	NOACs: 702, 703 Last Equiv Incr Date Last Promotion Date Grade: Highest	Effective Date of Action Effective Date of Action Grade: Current (if higher) and no change in Pay Plan
3.1.2.1.3-310	NOACs: 702 Promotion NTE Date	Initialized to null
3.1.2.1.3-311	NOACs: 713 Promotion NTE Date	Initialized to null
3.1.2.1.3-312	NOACs: 740 Position Change NTE	Initialized to null
3.1.2.1.3-313	NOACs: 891, 893 Last Equiv Incr Date	Effective Date of Action

	Fields	Value Source
3.1.2.1.3-314	NOACs: 932 Detail: NTE Date Detail: Duty Station Code Detail: Grade Detail: Installation Located Detail: NASA Classification Code Detail: Occupational Code Detail: Organization Assigned Detail: Pay Plan Detail: Position Desc Num Detail: Title NASA Detail: Title OPM	Initialized to null Initialized to null
3.1.2.1.3-315	NOACs: 108, 115, 117, 122, 148, 149, 171, 508, 515, 517, 522, 548, 549, 571, 760, 761 Appointment: NTE Date	Nature of Action: NTE
3.1.2.1.3-316	NOACs: 450 Suspension: NTE Date	Nature of Action: NTE
3.1.2.1.3-317	NOACs: 460, 773 LWOP: NTE Date	Nature of Action: NTE
3.1.2.1.3-318	NOACs: 462 LWP: NTE Date	Nature of Action: NTE
3.1.2.1.3-319	NOACs: 472, 772 Furlough: NTE Date	Nature of Action: NTE
3.1.2.1.3-320	NOACs: 480 Sabbatical: NTE Date	Nature of Action: NTE
3.1.2.1.3-321	NOACs: 703, 769 Promotion: NTE Date	Nature of Action: NTE
3.1.2.1.3-322	NOACs: 741, 770 Position Change: NTE	Nature of Action: NTE
3.1.2.1.3-323	NOACs: 930C, 930U, 931 Detail: Ending Date	Nature of Action: NTE
3.1.2.1.3-324	NOAC: 755 Duty Status	X
3.1.2.1.3-325	NOACs: 312, 330, and 356 Severance \$ Limit	Equal dollar amount from variable input for SF 50 Remark Code N22

	Fields	Value Source
3.1.2.1.3-326	NOAC: 971A	Initialize to null all fields except: NOAC NTE; NOAC 2; AUTH 1; AUTH 2; OPM TTL; TITLE CODE; NASA TTL; DOB; NAME; ORGA; ORGL; DUTY STN; ED LEVEL; YR DEG; ACAD DISC; CITIZENSHIP; AGENCY CODE; SF50 FIELDS; SEX; DUTY STS; EMP IND; EOD; LOCAL TITLE

OUTPUTS

The following outputs shall result from the Personnel Action process.

3.1.2.1-500

Generation of a suspended personnel transaction for each personnel action consisting of the transaction as specified in Appendix B.

3.1.2.2 *Planning Actions*

NPPS shall provide the capability for advance preparation of five specific personnel actions. The following Personnel Actions shall be created and suspended for future maturation.

- NOAC 893 - Within Grade (WIG) Increase
- NOAC 891 - GM Within Grade (WIG) Increase
- NOAC 880 - Changes in Tenure
- NOAC 943 - Changes in TSP Eligibility
- NOAC 991 - Miscellaneous (Extension of WIG Date: Next)

All information required for processing shall be available from the database or be system generated. Eligible employees shall be selected based upon Eligibility Beginning and Ending Dates provided by the user. The Source of all Planning Actions shall be set to P. Informative messages shall be provided to the user whenever an error condition occurs preventing the transaction from being applied to the database or when matching SSNs on the suspense file are in an error status. All transactions with matching SSNs on the suspense file with a higher Effective Date than the planning actions being generated will be listed and set to an error status. Refer to Core Report 903 included in Appendix G.

3.1.2.2.1 Within Grade Increase

NPPS shall provide the capability to produce a suspended transaction (NOACs 891, 893) for each eligible employee based upon a user-supplied beginning and ending date range as follows.

INPUTS

The inputs for Within Grade Increase are included in Appendix C, Planning Action Inputs.

PROCESSES

3.1.2.2.1-100

The capability shall be provided to determine an employee's eligibility criteria for a WIG increase as follows.

- Permanent General Schedule employees (Pay Plan equals GS or GM and Position: Type equals 0, 1, 2, 4, 5, 6, 7, or 8)
- Permanent General Schedule employees who are retained grade (Pay Rate Determinant equals A, B, E, F, or M, Pay Plan: Retained equals GS or GM, and Position: Type equals 0, 1, 6, 7, or 8)

- Permanent Federal Wage System employees (NASA Classification Code equals 10000 and Position: Type equals 0, 1, 5, 6, 7, or 8)
- WIG Date: Next must be equal to or between selection beginning and ending dates supplied by the user
- Pay Rate Determinant must equal 0, 5, 6, 7, A, B, C, E, F, or M
- Employees must be active (Duty Status not equal to Z)

3.1.2.2.1-101

The capability shall be provided to calculate LWOP: WIG Max Allow Hours for an employee as follows using Step for non-Retained Grade employees (Pay Rate Determinant 0, 5, 6, 7, or M) and using Step: Retained for Retained Grade employees (Pay Rate Determinant equals A, B, E, F, or M).

General Schedule Employee

GM	GS	Part-Time Emp***	Full-Time Emp
Empl Basic Pay Amt or Empl Sch Basic Pay Amt < Step 4 of equiv. grade/step of Pay Table Rate	Step 1-3	Part-Time Hours	80
Empl Basic Pay Amt or Empl Sch Basic Pay Amt ≥ Step 4 and < Step 7 of equiv. grade/step of Pay Table Rate	Step 4-6	Part-Time Hours * 2	160
Empl Basic Pay Amt or Empl Sch Basic Pay Amt ≥ Step 7 and < Step 10 of equiv. grade/step of Pay Table Rate	Step 7-9	Part-Time Hours * 3	240

Federal Wage System Employee

	Part-Time Emp***	Full-Time Emp
Step 1	Part-Time Hours/2	40
Step 2	(Part-Time Hours/2) * 3	120
Step 3-4**	Part-Time Hours * 2	160

**For Pay Plans that have more than 3 steps.

***Work Schedule = P, S, or T.

3.1.2.2.1-102

The following capabilities shall apply if LWOP: WIG Hours exceeds LWOP: WIG Max Allow Hours.

WIG: Waiting Period End Date shall be recalculated by converting the excess hours into days by dividing by 8 and rounding up. Total days will be added to WIG: Waiting Period End Date not including Saturday or Sunday.

A suspended (NOAC 893 or 891) transaction shall be created if the extended WIG: Waiting Period End Date is less than WIG: Date Next.

If WIG: Waiting Period End Date is greater than or equal to WIG Date: Next, WIG Date: Next shall be set equal to the next pay period beginning date after the extended WIG: Waiting Period End Date.

A suspended (NOAC 893 or 891) transaction shall be created if the extended WIG Date: Next is still within the requested date range.

A suspended (NOAC 991) transaction shall be created with Effective Date equal to the current date if the extended WIG Date: Next is outside of the requested date range. This transaction will set WIG Date: Next equal to the extended date.

The following values shall be set during the creation of all WIG Increases (NOAC 893).

3.1.2.2.1-103

Effective Date shall be set to WIG Date: Next.

3.1.2.2.1-104

Value of Step shall be increased by one for non-Retained Grade employees or the value of Retained: Step shall be increased by one for Retained Grade employees whose Pay Plan is not equal to GM.

3.1.2.2.1-105

Empl Basic Pay Amt and Empl Sch Basic Pay Amt shall be set according to the employee's Grade, Step, and appropriate Pay Table for non-Retained Grade employees or Retained: Grade, Retained: Step, and appropriate Pay Table for Retained: Grade employees as specified in table TSALSTEP in Appendix J for employees whose Pay Plan is not equal to GM.

For employees whose Annuitant Indicator equals 1, 4, or 5 and Pay Plan equals GS, the Empl Sch Basic Pay Amt (Scheduled Basic Pay) shall be increased in accordance with TSALSTEP. Empl Basic Pay Amt (Basic Pay) shall be set to Scheduled Basic Pay minus the annuity (old Sch Basic Pay minus old Basic Pay Amt).

For employees whose Pay Plan equals GM, Empl Basic Pay Amt or Empl Sch Basic Pay Amt shall be increased by an amount equivalent to 1/9 of the range specified in

TSALSTEP for appropriate Pay Table. Empl Basic Pay Amt or Empl Sch Basic Pay Amt shall not exceed maximum amount specified in TSALSTEP for appropriate Pay Table.

For employees whose Annuitant Indicator equals 1, 4, or 5 and Pay Plan equals GM, the Scheduled Basic Pay shall be set as above. Basic Pay shall be set to Scheduled Basic Pay minus the annuity (old Sch Basic Pay minus old Basic Pay Amt).

3.1.2.2.1-106

Last Equiv Incr Date shall be set to Effective Date.

3.1.2.2.1-107

LWOP: WIG Susp Hours shall be set equal to LWOP: WIG Hours.

3.1.2.2.1-108

Legal Authority Code: 1 for NOAC 893 shall be set to Q7M for General Schedule employees and VUL for Federal Wage System employees. Legal Authority Code: 2 shall be set to VLJ for Retained Grade General Schedule employees.

Legal Authority Code: 1 for NOAC 891 shall be set to Z2P for GM employees.

3.1.2.2.1-109

The new WIG Date: Next shall be determined as follows using Step for non-Retained Grade employees and using Step: Retained for Retained Grade employees.

General Schedule (Pay Plan GS)		Federal Wage System (Pay Plans W*)	
Step	Action	Step	Action
1-3	Add 52 weeks	1	Add 26 weeks
4-6	Add 104 weeks	2	Add 78 weeks
7-9	Add 156 weeks	3-4	Add 104 weeks
10	Initialize to null	5	Initialize to null

**Federal Wage System
(Pay Plans XP, XL, XS, XD, XN)**

Step	Action
1	Add 26 weeks
2	Add 78 weeks
3	Initialize to null

**GM Employees
(Pay Plan GM)**

	Action
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt < Step 4 of equiv. grade/step of Pay Table Rate	Add 52 weeks
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt ≥ Step 4 and < Step 7 of equiv. grade/step of Pay Table Rate	Add 104 weeks
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt ≥ Step 7 and < Step 10 of equiv. Grade/step of Pay Table Rate	Add 156 weeks
New Empl Basic Pay Amt or Empl Sch Basic Pay Amt = Step 10 of equiv. grade/step of Pay Table Rate	Initialize to null

3.1.2.2.1-110

WIG: Waiting Period End Date shall be set to the new WIG Date: Next minus 1, unless WIG Date: Next is null; in which case, WIG: Waiting Period End Date shall also be set to null.

3.1.2.2.1-111

SF 50 Signature Date shall be set equal to Effective Date minus two.

3.1.2.2.1-112

SF 50 Comment Code equal to P13 with the variable contained in this remark set equal to LWOP: WIG Excess Hours shall be set if the employee's WIG has been delayed due to excess LWOP.

3.1.2.2.1-113

SF 50 Comment Code equal to P14 shall be set for General Schedule (Pay Plan = GS or GM) employees.

3.1.2.2.1-114

SF 50 Comment Code equal to P05 shall be set if the employee's Pay Rate Determinant is equal to 5, 6, or M.

3.1.2.2.1-115

SF 50 Comment Code equal to X46 with the first variable contained in this remark set equal to Step: Retained and the second variable contained in this remark set equal to Grade: Retained shall be set if the employee is retained grade.

3.1.2.2.1-116

Pay Rate Determinant shall be determined as follows.

If PRD equals 7, then PRD shall be set to 0.

If PRD equals 5, then PRD shall be set to 6.

3.1.2.2.1-117

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.2.1-118

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of:

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over increased to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.2.1-119

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt.

3.1.2.2.1-120

The capability shall be provided to compute Empl Tot Pay Amt by summing Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt.

3.1.2.2.1-121

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff for each 893 WIG.

3.1.2.2.1-122

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by

summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero.

3.1.2.2.1-123

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar) for each 891/893 WIG.

OUTPUTS

The following outputs shall result from the WIG Increase process.

3.1.2.2.1-200

Generation and suspension of a WIG Increase (NOAC 893 or 891) or miscellaneous action (NOAC 991) for each employee record meeting the eligibility criteria.

3.1.2.2.1-300

All available data necessary to print the SF 50 as defined in Paragraph 3.1.2.4 and Appendix E.

3.1.2.2.1-400

Creation of the Leave Without Pay (LWOP) Report in accordance with Core Report 356 included in Appendix G shall be scheduled by the Within Grade Planning Actions process.

3.1.2.2.2 Changes in Tenure

NPPS shall provide the capability to produce a suspended transaction (NOAC 880) for each eligible employee based upon a user-specified beginning and ending date range as follows.

INPUTS

The inputs for the Changes in Tenure process are listed in Appendix C.

PROCESSES

3.1.2.2.2-100

The capability shall be provided to determine an employee's eligibility criteria for transaction creation as follows.

- Employee must be Career or Career Conditional (Tenure Code equals 2)
- Employee is not Senior Executive Service (Pay Plan not equal to ES)
- Tenure Ending Date must be equal to or between the selection beginning and ending dates supplied by the user
- Employee must be active (Duty Status not equal to Z)

The capability shall be provided to create a Change in Tenure transaction for each eligible employee as follows.

3.1.2.2.2-101

Effective Date shall be set equal to Tenure Ending Date value plus one day.

3.1.2.2.2-102

SF 50: Approval Date shall be set equal to Effective Date minus two days.

3.1.2.2.2-103

Tenure Code shall be set to one.

3.1.2.2.2-104

Tenure Ending Date shall be retained.

3.1.2.2.2-105

Tenure Beginning Date shall be retained.

3.1.2.2.2-106

If employee is Excepted Service (Position Occupied = 2),

Legal Authority Code: 1 shall be set to PKM
An SF 50 Comment Code shall be set to E03

Else,

Legal Authority Code: 1 shall be set to PGM
An SF 50 Comment Code shall be set to E04 when the number of days

between Tenure Beginning Date and Tenure Ending Date equals 365 days inclusive of Tenure Ending Date or 366 days for leap year.

or

Legal Authority Code: 1 shall be set to KMM
An SF 50 Comment Code shall be set to T07 with the variables contained in this remark set equal to Tenure Beginning Date and Tenure Ending Date

3.1.2.2.2-107

SF 50 Comment Code equal to P05 shall be set if the employee's Pay Rate Determinant is equal to 5, 6, or M.

OUTPUTS

The following outputs shall result from the Changes in Tenure process.

3.1.2.2.2-200

Generation and suspension of NOAC 880 for each employee record meeting the eligibility criteria.

3.1.2.2.2-300

All available data necessary to print the SF 50 as defined in Paragraph 3.1.2.4 and Appendix E.

3.1.2.2.3 Thrift Savings Plan Eligibility

NPPS shall provide the capability to produce a suspended TSP Eligibility transaction (NOAC 943) for each eligible employee based on a user-supplied beginning and ending date range.

INPUTS

The inputs for TSP Eligibility are listed in Appendix D, Personnel Mass Action Inputs.

PROCESSES

3.1.2.2.3-100

The capability shall be provided to determine an employee's eligibility criteria for transaction creation as follows.

- TSP: Eligibility Date must be equal to or between the selection beginning and ending dates supplied by the user.
- Employee must be active (Duty Status not equal to Z).

The capability shall be provided for the following in the creation of a TSP Eligibility transaction for each employee.

3.1.2.2.3-101

Effective Date shall be set equal to TSP: Eligibility Date.

3.1.2.2.3-102

TSP: Employee Status Date shall be set equal to TSP: Eligibility Date.

3.1.2.2.3-103

TSP: Eligibility Date shall be initialized to null.

3.1.2.2.3-104

TSP: Employee Status Code shall be set equal to E.

OUTPUTS

The following outputs shall result from the TSP Eligibility process.

3.1.2.2.3-200

Generation and suspension of NOAC 943 for each employee record meeting the eligibility criteria.

3.1.2.2.3-300

Creation of a TSP Letter for each eligible employee in accordance with Core Report 254 at user's option.

3.1.2.3 *Personnel Mass Actions*

NPPS shall provide the capability to generate the following suspended personnel transactions for a user-defined group of employees.

- Transfers (NOAC 352)
- Furloughs (NOACs 471, 472, 473, and 772)
- Realignments (NOAC 790)
- Awards (NOACs 874, 875, 876, 877, 878, 879, 885, 987, 988, and 989)
- Performance Ratings (NOAC 990)
- Annual Comparability Increases (ACI) (NOAC 894)
- NASA Class Codes (NOAC 920)
- Changes in Organization Name (NOAC 925)
- FEHB Plan Codes (NOAC 942)
- TSP Change (NOAC 943)
- Locality Payment (NOAC 895)
- Duty Station (NOAC 792)
- Change in Appropriation (NOAC 954)
- Miscellaneous (NOAC 991)
- Return to Duty (NOAC 292)

The following paragraphs specify requirements pertaining to the NOACs listed previously.

3.1.2.3-100

The capability shall be provided to select active employees (Duty Status is not equal to Z) for processing through mass actions.

3.1.2.3-101

The capability shall be provided to set Nature of Action and Legal Authority descriptions based on the values specified in table TNOAC and TAUTH included in Appendix J.

3.1.2.3-102

The capability shall be provided to set the SF 50: Approval Date equal to the Effective Date minus two days for all mass actions.

3.1.2.3-103

The capability shall be provided for a mass action process to generate only one suspended action of the same type for the same employee.

3.1.2.3-104

The capability shall be provided to perform field edits on all inputs made by the user as specified in Appendix I.

3.1.2.3-105

The capability shall be provided to select a value for SF 50 signatures from core table TSIGNAT based on the SF 50: Signature Code input. The SF 50: Signature Code shall be set equal to 1 as a default for all mass actions.

3.1.2.3-106

The capability shall be provided to set SF 50: Required to N when the user has specified to print Core Report 151 (Approved Action not Requiring an SF 50) for those mass actions where this option is available.

3.1.2.3.1 Transfer Mass Action

NPPS shall provide the capability to generate a suspended Termination-Appt-IN (NOAC 352) for each employee specified by the user.

INPUTS

The inputs for the Transfer Mass Action are listed in Appendix D.

PROCESSES

3.1.2.3.1-100

The capability shall be provided to set the Duty Status equal to Z.

3.1.2.3.1-101

The capability shall be provided to set the TSP: Separation Code in accordance with table TTSPSEP included in Appendix J.

3.1.2.3.1-102

The capability shall be provided to set the TSP: Separation Date equal to the Effective Date of the Termination-Appt-IN.

3.1.2.3.1-103

The capability shall be provided to set the Source of each action to T, indicating that the Transfer Mass Action process created the transaction.

3.1.2.3.1-104

The capability shall be provided to automatically append the Agency Code: Transferred To at the end of the Nature of Action description.

OUTPUTS

The following output shall result from the Transfer Mass Action process.

3.1.2.3.1-200

Suspended NOAC 352 for each employee specified by the user.

3.1.2.3.2 Furlough Mass Action

NPPS shall provide the capability to generate a suspended Furlough (NOAC 471), Furlough NTE (NOAC 472), Furlough Military (NOAC 473), or Extension of Furlough NTE (NOAC 772) for each employee specified by the user.

INPUTS

The inputs for the Furlough Mass Actions are listed in Appendix D.

PROCESSES

3.1.2.3.2-100

The capability shall be provided to set an SF 50 Comment Code equal to M72 if the NOAC being processed is 471, 472, or 473.

3.1.2.3.2-101

The capability shall be provided to set an SF 50 Comment Code equal to M73 if the NOAC being processed is 471.

3.1.2.3.2-102

The capability shall be provided to set the Nature of Action: 1 NTE Date equal to the Furlough NTE Date entered by the user if the NOAC being processed is 472 or 772.

3.1.2.3.2-103

The capability shall be provided to set Duty Status equal to M if the NOAC being processed is 473.

3.1.2.3.2-104

The following field edits shall be applied for NOACs 472 and 772: Duty status must be equal to D, F, X, Y, or blank and Furlough NTE Date must be equal to or greater than the Effective Date.

3.1.2.3.2-105

NPPS shall provide the capability to generate a suspended Furlough (NOAC 471) for employees whose Duty Status is equal to D, X, or Y, and Work Schedule Code is equal to F, P, S, or T based on one of the following selections by the user.

- Any employee whose Organization: Assigned is equal to a user specified Organization: Assigned
- Any employee whose Organization: Assigned is within a user specified range of Organization: Assigned codes inclusive
- Employees that are specified by SSN
- All employees shall be selected if no Organization: Assigned codes or SSNs are specified

3.1.2.3.2-106

NPPS shall provide the capability to generate a Furlough NTE (NOAC 472) for employees whose Duty Status is equal to D, X or Y, and Work Schedule Code is equal to F, P, S, or T, and an Ext of Furlough NTE (NOAC 772) action for employees whose Duty Status is equal to D, F, X, or Y, and Work Schedule Code is equal to F, P, S, or T based on one of the following selections by the user.

- Any employees whose Organization: Assigned is equal to user specified Organization: Assigned.
- Any employee whose Organization: Assigned is within a user specified range of Organization: Assigned codes inclusive.

- Employees that are specified by SSN.
- All employees shall be selected if no Organization: Assigned codes or SSNs are specified.

3.1.2.3.2-107

The capability shall be provided to set Duty Status equal to the Duty Status found in the employee's record if no Duty Status is input for NOACs 472 Furlough NTE and 772 Ext of Furlough NTE.

3.1.2.3.2-108

The capability shall be provided to set the Source of each action to F, indicating that the Furlough Mass Action process created the transaction.

OUTPUTS

The following output shall result from the Furlough Mass Actions process.

3.1.2.3.2-200

Suspended NOACs 471, 472, 473, or 772 for each employee specified by the user.

3.1.2.3.2-300

Suspended NOACs 471, 472, 473, or 772 for each employee record meeting the criteria specified by the user.

3.1.2.3.2-400

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOACs 471, 472, and 772 at user's option.

3.1.2.3.3 Realignment Mass Action

NPPS shall provide the capability to generate a suspended Realignment (NOAC 790) for each employee specified by the user.

INPUTS

The inputs for the Realignment Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.3-100

The capability shall be provided to enable the user to change Organization: Assigned for each SSN that has been specified whose current Organization Assigned is equal to the From Organization Assigned code and whose current Facility Code is equal to the user designated Facility Code if entered. Also the capability shall be provided to enable the user to optionally change Organization: Located for each SSN that has been specified whose current Organization Located is equal to the From Organization Located code.

3.1.2.3.3-101

The capability shall be provided that if no SSNs are specified, all employees whose current Organization: Assigned is equal to the From Organization Assigned specified by the user will be selected, and whose current Organization: Located is equal to the From Organization Located specified by the user will be selected.

3.1.2.3.3-102

The capability shall be provided to set the Source of each action to L, indicating that the Realignment Mass Action process created the transaction.

3.1.2.3.3-103

The capability shall be provided to enable the user to change Organization Assigned in conjunction with Agency Code for each SSN specified.

3.1.2.3.3-104

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record

equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.3-105

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstd Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay will be set equal to Salary Cap, and Local Pay will be set equal to the difference between Basic Pay and Adj Basic Pay.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

OUTPUTS

The following outputs shall result from the Realignment Mass Action process.

3.1.2.3.3-200

Suspended NOAC 790 for each employee record meeting the criteria specified by the user.

3.1.2.3.3-300

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G.

3.1.2.3.4 Award Mass Action

NPPS shall provide the capability to generate a suspended award transaction for each employee specified by the user.

INPUTS

The inputs for the Award Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.4-100

The capability shall be provided to set the Source of each action to W, indicating that the Award Mass Action process created the transaction.

3.1.2.3.4-101

The capability shall be provided to require the user to specify the Award: Amount for each SSN entered.

OUTPUTS

The following outputs shall result from the Award Mass Action process.

3.1.2.3.4-200

Suspended award NOACs for each employee specified by the user.

3.1.2.3.5 Performance Rating Mass Action

NPPS shall provide the capability to generate a suspended Performance Rating (NOAC 990) for each employee specified by the user.

INPUTS

The inputs for the Performance Rating Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.5-100

The capability shall be provided to require the user to specify the new Performance Rating: Current for each SSN entered.

3.1.2.3.5-101

The capability shall be provided to set Performance Rating data in accordance with the personnel action processing described in Paragraph 3.1.2.1.2-221.

3.1.2.3.5-102

The capability shall be provided to only allow for Performance Rating Year to equal the year of Effective Date.

3.1.2.3.5-103

The capability shall be provided to set the Source of each action to G, indicating that the Performance Rating Mass Action process created the transaction.

3.1.2.3.5-104

The capability shall be provided to disallow the processing of a NOAC 990 action if the Effective Date of the action is the same as Empl Crnt Rtnng Efctv Date, Empl Prior1 Rtnng Efctv Date, Empl Prior2 Rtnng Efctv Date, or Empl Prior3 Rtnng Efctv Date.

3.1.2.3.5-105

The capability shall be provided to display an informative message if a NOAC 990 action is being processed and the input Performance Rating: Current Yr is equal to Performance Rating: Current Yr, Performance Rating: Prior Yr 1, Performance Rating: Prior Yr 2, or Performance Rating: Prior Yr 3.

3.1.2.3.5-106

The capability shall be provided to disallow processing of NOAC 990 action if the performance rating and performance pattern do not meet the edit criteria as defined in the Code of Federal Regulations.

OUTPUTS

The following output shall result from the Performance Rating Mass Action.

3.1.2.3.5-200

Suspended NOAC 990 for each employee specified by the user.

3.1.2.3.5.1 *Performance Rating Automatic Processing*

NPPS shall provide the capability to generate suspended Performance Ratings (NOAC 990) for each employee that meets the user defined effective date requirement.

INPUTS

The input for the Performance Rating Automatic Processing will be an indicator on the Per Control Table that indicates if processing is to be on EOD, current rating effective date, or no processing is to occur.

PROCESSES

3.1.2.3.5.1-100

The capability shall be provided to examine each employee performance appraisal and based on the processing date, generate a suspended NOAC 990 with a performance rating level of '3' and a performance rating pattern code of 'A'.

OUTPUTS

3.1.2.3.5.1-200

Suspended NOAC 990 for each employee that meets the user defined effective date criteria.

3.1.2.3.6 Annual Comparability Increase Mass Action

NPPS shall provide the capability to generate a suspended ACI (NOAC 894) for each employee in the database who meets the selection criteria specified by the user. NPPS shall provide the capability for the user to set all new Salary amounts for all Pay Table, Grade, and Step combinations.

NPPS shall provide the capability to generate ACI suspended actions for General Merit employees (Pay Plan equals GM) as well as those employees who are not General Merit (Pay Plan not equal GM).

INPUTS

The inputs for the ACI process are listed in Appendix D.

PROCESSES

3.1.2.3.6-100

The capability shall be provided to set the Source of each action to A, indicating that the ACI Mass Action process created the transaction.

3.1.2.3.6-101

The capability shall be provided to determine the eligibility criteria for employees who are not General Merit as follows.

Annuitant Indicator is not 1, 4, 5, A, C or E.

Pay Rate Determinant is 0, 5, 6, 7, C, or M.

Pay Table and Grade match those specified by the user.

3.1.2.3.6-102

The capability shall be provided to set Empl Basic Pay Amt and Empl Sch Basic Pay Amt for employees who are not General Merit (Pay Plan not equal GM) in accordance with table TSALSTEP included in Appendix J based on the employee's Pay Table, Grade: Current, and Step.

3.1.2.3.6-103

The capability shall be provided to determine eligibility criteria for General Merit employees as follows.

Pay Plan is GM.

Pay Rate Determinant is 0, 5, 6, 7, C, or M.

Annuitant Indicator is not 1, 4, 5, A, C, or E.

3.1.2.3.6-104

The capability shall be provided to calculate the Empl Basic Pay Amt and Empl Sch Basic Pay Amt for General Merit employees as specified in the following paragraphs and the following terms shall be used as defined.

- Old Basic Minimum = Minimum Salary for the employee's current Grade under the old salary table ranges.

- New Basic Minimum = Minimum Salary for the employee's current Grade under the new salary table ranges.
- Old Basic Maximum = Maximum Salary for the employee's current Grade under the old salary table ranges.
- New Basic Maximum = Maximum Salary for the employee's current Grade under the new salary table ranges.
- Old Range = Old Basic Maximum - Old Basic Minimum.
- New Range = New Basic Maximum - New Basic Minimum.

3.1.2.3.6-105

The capability shall be provided to perform the following calculation if the Pay Plan equals GM. Reference 5CFR 531.205(a)(2).

1. If Empl Basic Pay Amt* = Old Minimum,
Empl Basic Pay Amt = New Minimum
2. If Empl Basic Pay Amt* = Old Maximum,
Empl Basic Pay Amt = New Maximum
3. If Empl Basic Pay Amt* > Old Minimum and < Old Maximum,
Empl Basic Pay Amt = New Minimum + A**
Where A = ((Empl Basic Pay Amt* - Old Minimum) / Old
Range***) x New Range

*If Empl Sch Basic Pay Amt > 0, use Empl Sch Basic Pay Amt.

**Round up to next highest dollar when cents > 0.

***Carry to seven decimal positions and truncate.

3.1.2.3.6-106

The capability shall be provided to automatically add one to the Suspense Sequence for those unmatured suspended transactions that are effective the same day as the ACI and the ACI's Suspense Sequence shall be set to one. Suspense Sequence shall be updated prior to determining the master record for the ACI. The suspended data shall be regenerated and SF 50 Print Status set to null for those actions whose Suspense Sequence has been modified after the ACI action has been created.

3.1.2.3.6-107

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstrmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference

between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.3.6-108

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record

equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)

2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.6-109

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt.

3.1.2.3.6-110

The capability shall be provided to compute Empl Tot Pay Amt by summing Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt.

3.1.2.3.6-111

The capability shall be provided to recompute Empl AUO Anl Amt, Retention Allowance, Empl Stfng Dfrntl Anl Amt, and Supervisory Diff by multiplying the new Empl Basic Pay Amt by the respective percentages for each pay adjustment.

3.1.2.3.6-112

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero.

3.1.2.3.6-113

The capability shall be provided to set the SF 50 Comment Code equal to Y24 if NOAC is 894 and Duty Station Code found in table TLOA and Local Pay Amount is greater than zero and Pay Rate Determinant equals C, S, 0, or 7 and Pay Plan equals GS, GM, or GW.

3.1.2.3.6-114

The capability shall be provided to set the SF 50 Comment Code equal to Y25 if NOAC is 894 and Duty Station Code found in table TLOA and Pay Rate Determinant equals 5 or 6 and Pay Table Indicator equals L or W and Adjusted Basic Pay is equal to the Special Rate and Local Pay equals zero.

3.1.2.3.6-115

The capability shall be provided to set the SF 50 Comment Code equal to Y26 if NOAC is 894 and Duty Station Code found in table TLOA and Pay Rate Determinant equals 5 or 6 and Occupational Code is not equal 1811 and Local Pay is greater than zero.

3.1.2.3.6-116

The capability shall be provided to set the SF 50 Comment Code equal to Y27 if NOAC is 894 and Duty Station Code found in table TLOA and Occupational Code is 1811 and Grade equals 3 through 10 and Pay Rate Determinant equals 5 or 6 and Local Pay Amount is greater than zero.

3.1.2.3.6-117

The capability shall be provided to set the SF 50 Comment Code to Y34 if NOAC is 894 and Duty Station Code found in table TLOA and Pay Rate Determinant changes from M to 5, 6, E, or F.

3.1.2.3.6-118

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

OUTPUTS

The following outputs shall result from the ACI process.

3.1.2.3.6-200

Suspended NOAC 894 for each employee record meeting selection criteria.

3.1.2.3.6-300

Approved Action Not Requiring an SF 50, Core Report 151; included in Appendix G.

3.1.2.3.7 NASA Classification Code Mass Action

NPPS shall provide the capability to generate a suspended Change in NASA Classification Code (NOAC 920) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in NASA Classification Code Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.7-100

The capability shall be provided to enable the user to change the NASA Classification Code for each SSN that has been specified whose current NASA Classification Code is equal to the From NASA Classification Code.

3.1.2.3.7-101

The capability shall be provided that if no SSNs are specified, all employees whose current NASA Classification Code is equal to the From NASA Classification Code will be selected.

3.1.2.3.7-102

The capability shall be provided to set the Source of each action to N, indicating that the NASA Classification Code Mass Action process created the transaction.

OUTPUT

The following outputs result from the Change in NASA Classification Code process.

3.1.2.3.7-200

Suspended NOAC 920 for each employee record meeting the criteria selected by the user.

3.1.2.3.8 Organization Name Mass Action

NPPS shall provide the capability to generate a suspended Change in Organization Name (NOAC 925) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in Organization Name mass action process are listed in Appendix D.

PROCESSES

3.1.2.3.8-100

The capability shall be provided to enable the user to generate changes to Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and Organization: Assigned Level Four for each SSN that has been specified whose current Organization: Assigned Code is equal to the Organization: Assigned Code specified by the user.

3.1.2.3.8-101

The capability shall be provided that if no SSNs are specified, all employees whose current Organization: Assigned is equal to the Organization: Assigned specified by the user will be selected.

3.1.2.3.8-102

The capability shall be provided to generate Organization: Assigned Level One, Organization: Assigned Level Two, Organization: Assigned Level Three, and Organization: Assigned Level Four based on a hierarchical structure if the Organization: Assigned code is identified as structured. This technique is demonstrated in Table 3.1.2.1.2-2. If the Organization: Assigned code is identified as a non-structured organization, NPPS shall use the user defined levels of Organization: Assigned codes associated with the Organization: Assigned code specified by the user to generate the different levels of organization titles. This technique is demonstrated in Table 3.1.2.1.2-3.

3.1.2.3.8-103

The capability shall be provided to set the Source of each action to zero, indicating that the Organization Name Mass Action process created the transaction.

OUTPUT

The following outputs shall result from the Change in Organization Name process.

3.1.2.3.8-200

Approved Action Not Requiring an SF 50, Core Report 151; included in Appendix G.

3.1.2.3.9 FEHB Plan Code Mass Action

NPPS shall provide the capability to generate a suspended change in FEHB Plan Code (NOAC 942) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the FEHB Plan Code Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.9-100

The capability shall be provided to require the user to specify the new FEHB Plan Code for each SSN entered.

3.1.2.3.9-101

The capability shall be provided to set the Source of each FEHB Plan Code Mass action to H, indicating that the FEHB Plan Code Mass Action process created the transaction.

OUTPUT

The following output results from the FEHB process.

3.1.2.3.9-200

Suspended NOAC 942 for each employee specified by the user.

3.1.2.3.10 TSP Change Mass Action

NPPS shall provide the capability to generate a suspended TSP change (NOAC 943) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the TSP Change mass action process are listed in Appendix D.

PROCESSES

3.1.2.3.10-100

The capability shall be provided to allow the user to select by SSN(s).

3.1.2.3.10-101

The capability shall be provided to set the value of TSP: Employee Status to "Y".

3.1.2.3.10-102

The capability shall be provided to set the value of TSP: Eligibility Date to null.

3.1.2.3.10-103

The capability shall be provided to set the TSP: Status Date equal to the Effective Date.

3.1.2.3.10-104

The capability shall be provided to set the Source of each TSP Mass Action to "S," indicating that the TSP Code Mass Action process created the transaction.

OUTPUT

The following output shall result from the TSP Change process.

3.1.2.3.10-200

Suspended NOAC 943 for each employee specified by the user.

3.1.2.3.11 Locality Payment Mass Action

NPPS shall provide the capability to generate a suspended Locality Payment (NOAC 895) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Locality Payment Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.11-100

The capability shall be provided to select all employees whose current Duty Station code is equal to the Duty Station code specified by the user and whose Employee Locality Adjustment Indicator is not blank.

The capability shall be provided to select all employees whose current Duty Station code is equal to the Duty Station code specified by the user and whose Employee Locality Adjustment Indicator is blank, and whose Duty Station and Pay Plan, or Pay Plan and Occupational Code, match Core Table TLOA.

3.1.2.3.11-101

The capability shall be provided to set Empl Lclty Adjstmnt Ind in accordance with table TLOA.

3.1.2.3.11-102

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt on any change to Empl Basic Pay Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.11-103

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch Local Pay) shall be set equal to the uncapped Local Pay amount,

Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.3.11-104

The capability shall be provided to recompute Empl AUO Anl Amt by multiplying the new Empl Adjstd Basic Pay Amt by Empl AUO Pct.

3.1.2.3.11-105

The capability shall be provided to recompute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt and Availability Pay: Annual Amt.

3.1.2.3.11-106

The capability shall be provided to recompute Empl Total Pay Amt by summing Empl Othr Pay Amt and Empl Adjstd Basic Pay Amt.

3.1.2.3.11-107

The capability shall be provided to compute Empl Sch Adjstd Basic Pay Amt by summing Empl Sch Basic Pay Amt and Empl Lclty Adjstmnt Anl Amt when Empl Sch Basic Pay Amt is greater than zero.

3.1.2.3.11-108

The capability shall be provided to set the Source of each action to J, indicating that the Locality Payment Mass Action process created the transaction.

3.1.2.3.11-109

The capability shall be provided to set Pay Rate Determinant to "M" based on Pay Rate Determinant equal 5, 6, E, or F; Pay Table Indicator equal W; and Empl Locality Adj Amt greater than zero when Adjusted Annual Rate of Basic Pay is computed using Worldwide/Nationwide special rates and effective date is not greater than 01/09/1994.

3.1.2.3.11-110

The capability shall be provided to automatically add one to the suspense Sequence for those unmatured suspended transactions that are effective the same day as the locality payment, and the locality payment's Suspense Sequence shall be set to one except when an ACI action with the same effective date exists on suspense, in which case the locality payment's Suspense Sequence shall be set to two. Suspense Sequence shall be updated prior to determining the master record for the locality payment. The suspended data shall be regenerated and SF 50 status set to null for those actions whose Suspense Sequence has been modified after the locality payment action has been created.

3.1.2.3.11-111

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

OUTPUT

The following outputs result from the Locality Payment process.

3.1.2.3.11-200

Suspended NOAC 895 for each employee record meeting the selection criteria.

3.1.2.3.11-201

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOAC 895 at user's option.

3.1.2.3.12 Duty Station Change Mass Action

NPPS shall provide the capability to generate a suspended Change in Duty Station (NOAC 792) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in Duty Station Mass Action are listed in Appendix D.

PROCESSES

3.1.2.3.12-100

The capability shall be provided to require the user to specify the new Duty Station for SSNs entered.

3.1.2.3.12-101

The capability shall be provided that if no SSNs are specified, all employees whose current Duty Station or Organization: Assigned is equal to the Duty Station or Organization: Assigned specified by the user will be selected. If no Organization: Assigned or Duty Station are specified, all employees will be selected.

3.1.2.3.12-102

The capability shall be provided that if Organization: Assigned is specified by the user, the user may specify any level of organization.

3.1.2.3.12-103

The capability shall be provided to set the Source of each action to D, indicating that the Change in Duty Station Mass Action process created the transaction.

3.1.2.3.12-104

The capability shall be provided to set Empl Lclty Adjstmnt Anl Amt when the Empl Lclty Adjstmnt Ind is found in table TLOA.

Non-special Rate (Pay Table Indicator equals blank and Pay Rate Determinant does not equal 5, 6, E, or F)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greater of:

1. $(100\% + \text{IGA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{Empl Basic Pay Amt}$ (results 50 cents and over rounded to next whole dollar)

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step (results 50 cents and over increased to next whole dollar)}$
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W, Pay Rate Determinant equals M, and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt (Local Pay) shall be set to the difference between Empl Basic Pay Amt (Basic Pay) and Empl Adjstd Basic Pay Amt (Adj Basic Pay) where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{step 1 amount of the employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over increased to next whole dollar)
3. Basic Pay of Record
4. Old Adjusted Basic Pay (Current Pay/Continued Rate of Pay)

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record

equals M and Old or New Pay Table Indicator equals W, Pay Rate Determinant (PRD) shall be set to 6.

If New Empl Adjstd Basic Pay Amt is greater than Old Empl Adjusted Basic Pay Amt (Current Pay/Continued Rate of Pay) and Pay Rate Determinant of Record equals M and New Pay Table Indicator equals blank, Pay Rate Determinant shall be set to zero.

Worldwide Special Rate (Pay Table Indicator equals W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan equals GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * ((\text{Empl Basic Pay Amt} - \text{lower range amount of employee's grade on the special salary rate schedule}) + \text{the dollar amount of step 1 of the employee's grade on the General Schedule})$ (results 50 cents and over rounded to next whole dollar)
3. Basic Pay of Record

Special Rate (Pay Table Indicator equals L or W; Pay Rate Determinant equals 5, 6, E, or F; and Pay Plan does not equal GM)

Empl Lclty Adjstmnt Anl Amt shall be set to the difference between Empl Basic Pay Amt and Empl Adjstd Basic Pay Amt where Empl Adjstd Basic Pay Amt equals the greatest of

1. $(100\% + \text{IGA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
2. $(100\% + \text{LOA percent}) * \text{GS1 rate for the corresponding grade and step/retained grade and step}$ (results 50 cents and over rounded to next whole dollar)
3. Special Rate Basic Pay (IAW Pay Table of Record)

3.1.2.3.12-105

The capability shall be provided to compute Empl Adjstd Basic Pay Amt (Adj Basic Pay) by summing Empl Basic Pay Amt (Basic Pay) and Empl Lclty Adjstmnt Anl Amt (Local Pay). If the computed Adj Basic Pay is greater than the Salary Caps found in Relational Edit Table REX2, then Adj Basic Pay shall be set equal to the Salary Cap, Local Pay shall be set equal to the difference between Basic Pay and Adj Basic Pay, Empl Sch Lclty Adjstmnt Anl Amt (Sch

Local Pay) shall be set equal to the uncapped Local Pay amount, Empl Sch Adjstd Basic Pay Amt (Sch Adj Basic Pay) shall be set equal to the uncapped Adj Basic Pay amount, and Empl Sch Tot Pay Amt (Sch Tot Pay) shall be set equal to the uncapped Tot Pay amount.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.3.12-106

The capability shall be provided to recompute Availability Pay: Annual Amt by multiplying new Adj Basic Pay by 25% (results 50 cents and over increased to next whole dollar).

3.1.2.3.12-107

The capability shall be provided to compute Empl Othr Pay Amt by summing Empl AUO Anl Amt, Retention Allowance, Supervisory Diff, Empl Stfng Dfrntl Anl Amt, and Availability Pay: Annual Amt.

OUTPUT

The following output shall result from the Change in Duty Station Mass Action process.

3.1.2.3.12-200

Suspended NOAC 792 for each employee specified by the user.

3.1.2.3.12-201

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOAC 792 at user's option.

3.1.2.3.13 Change in Appropriation Mass Action

NPPS shall provide the capability to generate a suspended change in Appropriation (NOAC 954) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Change in Appropriation Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.13-100

The capability shall be provided to require the user to specify the new PLI Code for SSNs entered.

3.1.2.3.13-101

The capability shall be provided to set the new Appropriation Code in accordance with table TPRJLINE.

3.1.2.3.13-102

The capability shall be provided to set the Source of each action to B, indicating that the Change in Appropriation Mass Action process created the transaction.

OUTPUT

The following output results from the Change in Appropriation mass action.

3.1.2.3.13-200

Suspended NOAC 954 for each employee specified by the user.

3.1.2.3.14 Miscellaneous Mass Action

NPPS shall provide the capability to generate a suspended Miscellaneous (NOAC 991) for each employee that meets the selection criteria specified by the user.

INPUTS

The inputs for the Miscellaneous Mass Action process are listed in Appendix D.

PROCESSES

3.1.2.3.14-100

The capability shall be provided to require the user to specify one of the following data elements to be changed for SSNs entered.

- Administrative Level
- Position: Criticality
- Random Testing Designator
- Supervisory Code
- Training/Dev Program
- Financial Statement Code
- Promotion: Projected Potential
- Random Testing Designator Group
- Title Code

3.1.2.3.14-101

The capability shall be provided to require the user to specify the code for the selected data element for each SSN entered.

3.1.2.3.14-102

The capability shall be provided to set the Source of each action to M, indicating that the Miscellaneous Mass Action process created the transaction.

OUTPUT

The following output results from the Miscellaneous mass action.

3.1.2.3.14-200

Suspended NOAC 991 for each employee specified by the user.

3.1.2.3.15 Return to Duty Mass Action

NPPS shall provide the capability to generate a suspended Return to Duty (NOAC 292) action through Mass Actions process.

INPUTS

The inputs for the Return to Duty Mass Action process are listed in Appendix D.

PROCESS

3.1.2.3.15-100

The capability shall be provided to select employees whose Duty Status is not equal to Z based on one of the following selections by the user.

- Any employee whose Organization: Assigned is equal to a user specified Organization: Assigned.
- Any employee whose Organization: Assigned is within a user specified range of Organization: Assigned codes inclusive.
- Employees that are specified by SSN.
- All employees shall be selected if no Organization: Assigned codes or SSNs are specified.

3.1.2.3.15-101

The capability shall be provided to set Duty Status equal to the Duty Status found in the employee's record if no Duty Status is input for NOAC 292 Return to Duty.

3.1.2.3.15-102

The capability shall be provided to set the Source code of each transaction to R, indicating that the Return to Duty Mass Action process created the transaction.

OUTPUT

The following outputs shall result from the Return to Duty Mass Action process.

3.1.2.3.15-200

Suspended NOAC 292 for each employee record meeting the criteria specified by the user.

3.1.2.3.15-201

Approved Action not Requiring an SF 50, Core Report 151; included in Appendix G for NOAC 292 at user's option.

3.1.2.4 *SF 50 Processing*

NPPS shall provide the capability to print the SF 50 (Notification of Personnel Action) for any employee transaction requiring an OPM/NASA HQ NOAC.

INPUTS

The inputs for SF 50 Processing will be suspended personnel actions as specified in Paragraph 3.1.1.1.

PROCESSES

3.1.2.4-100

The capability shall be provided for the contents of the SF 50 (Core Report 150) to be printed based upon the requirements as specified in Appendix E.

3.1.2.4-101

The capability shall be provided to print a combination SF 50 (two separate actions on the same SF 50) when an employee has two personnel actions with the same Effective Date that have SF 50: Combination set to Y and are sequenced first and second.

3.1.2.4-102

The capability shall be provided for the user to specify actions that do not require an SF 50 to be printed by setting SF: 50 Required to N during personnel action input.

3.1.2.4-103

The capability shall be provided for the user to request reprinting of the last set of SF 50s that were previously printed.

3.1.2.4-104

The capability shall be provided for the user to select SF 50s to be printed by specifying all SF 50s not yet printed, SF 50s for selected SSNs, SF 50s for specific NOACs, SF 50s between two given Effective Dates, all SF 50s for a Facility, or all SF 50s for a specific Action Update Clerk.

3.1.2.4-105

The capability shall be provided for the user to specify the contents to be printed in blocks 25, 40, 41, 42, 43, and 44 of the SF 50. The contents of each of these blocks shall be specified from the following list of data elements: Pay Block, Position: Type Local, Organization: Located, Action Entry Clerk, Functional Classification, Position: Type, Employee Number, FEHB Plan Code, WIG Date: Next, Position Criticality, and Random Testing Designator.

3.1.2.4-106

The capability shall be provided for a second page to be printed if remarks exceed the first page with the last remark on the first page set equal to "Remarks Continued on Second Page". The first remark on the second page shall be set equal to "Remarks Continued".

3.1.2.4-107

The capability shall be provided for the user to specify to negate the normally automatic setting of the SF 50: Print Status to P (Printed) during the SF 50 process.

3.1.2.4-108

The capability shall be provided for the user to specify whether or not to ignore the SF 50: Print Status during the selection of SF 50s to be printed.

3.1.2.4-109

The capability shall be provided to print a specified number of SF 50s.

3.1.2.4-110

The capability shall be provided to print the four levels of detailed organizations in accordance with Appendix E on the SF 50. A capability shall be provided to print detailed Organization Titles based on a hierarchical structure. This technique is demonstrated in Table 3-9. A capability shall also be provided to allow the user to specify the Organization Titles that are to print on the SF 50 for each organization. This technique is demonstrated in Table 3-10.

3.1.2.4-111

The capability shall be provided to display online a count of the number of SF 50s that will print based on the given selection criteria and to allow the user to discontinue processing if so desired.

3.1.2.4-112

The capability shall be provided to deny concurrent SF 50 processes. Only one SF 50 request may be processed at any given time.

3.1.2.4-113

The capability shall be provided to print the SF 50 Remark associated with the SF 50 Comment Codes and variables as specified by the user in accordance with table TCOMMENT in Appendix J.

3.1.2.4-114

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P26 with the variable contained in this remark set equal to Empl Total Pay Amt if Empl Adjstd Basic Pay Amt is limited by the Salary Cap.

Pay Plan

ES, AD, SL, ST, CA
GS, GM

Salary Cap REX2

Ex Lev III Salary
Ex Lev IV Salary

3.1.2.4-115

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P05 if the employee is Special Rate (Pay Rate Determinant equals 5, 6, or M).

3.1.2.4-116

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P04 if the employee is being hired (NOAC = 100 - 199 or 500 - 599) under the Superior Qualifications Rate (Pay Rate Determinant equals 5 or 7) and the Pay Plan is GS or GM.

3.1.2.4-117

The capability shall be provided for the user to modify the default destination of where the SF 50s are to be printed.

3.1.2.4-118

The capability shall be provided for the user to specify that five alignment SF 50s be printed before actual SF 50s are produced.

3.1.2.4-119

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y70 if the employee is being hired (NOAC 100 - 199 or 500 - 599), the Pay Rate Determinant equals 7, and the employee is Wage Board (NASA Classification Code equals 10000).

3.1.2.4-120

The capability shall be provided to print the SF 50 Remarks associated with SF 50 Comment Code equal to A17 if the employee is a Re-employed Annuitant (Annuitant Indicator equals 1, 4, or 5).

3.1.2.4-121

The capability shall be provided to print the SF 50 Remarks associated with SF 50 Comment Codes P08 and P10 with the variable contained in this remark set equal to the amount of the annuity (Empl Sch Adjstd Basic Pay Amt minus Empl Adjstd Basic Pay Amt), and Y71 with the variable contained in this remark set equal to Empl Adjstd Basic Pay Amt if the employee is a Re-employed Annuitant (Annuitant Indicator equal to (1, 4, or 5 or A, C, or E) and the Pay Basis is not equal to WC (Without Compensation).

3.1.2.4-122

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P78 with the variable contained in this remark set equal to the Retention Allowance if the employee is receiving a Retention Allowance prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-123

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P70 with the variable contained in this remark set equal to the Retention Allowance if the employee is receiving a Retention Allowance as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-124

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P80 with the variable contained in this remark set equal to

the Supervisory Differential if the employee is receiving a Supervisory Differential prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-125

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P72 with the variable contained in this remark set equal to the Supervisory Differential if the employee is receiving a Supervisory Differential as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-126

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P79 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-127

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P71 with the variable contained in this remark set equal to Empl Stfng Dfrntl Anl Amt if the employee is receiving a Staffing Differential as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-128

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code P73 when the NOAC equals 818 and is giving or changing the Empl AUO Pct.

3.1.2.4-129

The capability shall be provided to print the SF 50 Comment Code associated with SF 50 Comment Code P82 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO prior to the effective date of the action and Block 12 is not blank (refer to Appendix E).

3.1.2.4-130

The capability shall be provided to print the SF 50 Comment Code associated with SF 50 Comment Code P81 with the variable contained in this remark set equal to Empl AUO Anl Amt if the employee is receiving an AUO as of the effective date of the action and Block 20 is not blank or does not contain an award amount (refer to Appendix E).

3.1.2.4-131

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code M67 if the NOAC equals 300-399 (excluding 350) or the fourth character of the NOAC equals "T".

3.1.2.4-132

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y20 for a Firefighter (Occupation Code equal to 0081 and

Tour of Duty: Uncommon Tour Hours not equal to zero) on all NOACs except accessions (1**, ***A), conversions (5**), and awards (815, 816, 872, 873, 874, 875, 876, 877, 878, 879, 885, 889, 987, 988, 989) with the variable in this remark set equal to the lesser of A or B.

A = EMPL-ADJSTD-BASIC-PAY-AMT * .25 rounded

B = (Salary for Pay Table GS1, Grade: Current 10, Step 1 * 1.%, where % = higher of the two locality rates found in TLOA) * .25 rounded

3.1.2.4-133

The capability shall be provided to print the SF 50 Comment Code P99 with the variable contained in this remark set equal to Availability Pay: Annual Amt when employee is currently receiving availability pay as of the effective date of the action, and NOAC NE 819 and the employee is not receiving an Award: Amount, and the NOAC is not one of those listed under Block 20 of Appendix E.

3.1.2.4-134

The capability shall be provided to print the SF 50 Remark associated with SF 50 Comment Code Y35 with the variable contained in this remark set equal to Empl Lclty Adjstmnt Anl Amt when Empl Sch Lclty Adjstmnt Amt causes Empl Adjstd Basic Pay Amt to be limited by the Salary Cap.

OUTPUTS

The following outputs shall result from SF 50 Processing.

3.1.2.4-200

SF 50: Print Status updated on suspended personnel actions.

3.1.2.4-300

SF 50 Notification of Personnel Action, Core Report 150; included in Appendix G.

3.1.2.5 SF 52 Processing

NPPS shall provide the capability to print the SF 52 (Request for Personnel Action) for any employee transaction requiring an OPM/NASA HQ NOAC.

INPUTS

The inputs for SF 52 Processing will be personnel actions.

PROCESSES

3.1.2.5-100

The capability shall be provided for the contents of SF 52 (Core Report 149) to be printed based on the requirements as specified in Appendix E.

3.1.2.5-101

The capability shall be provided to print a combination SF 52 (two separate actions on the same SF 52) when an employee has two personnel actions with the same Effective Date that have SF 52: Combination set to Y and are sequenced first and second.

3.1.2.5-102

The capability shall be provided for the user to request reprinting of the last set of SF 52s that was previously printed.

3.1.2.5-103

The capability shall be provided for the user to select SF 52s to be printed by specifying all SF 52s not yet printed, SF 50s for selected SSNs, SF 52s for specific NOACs, SF 52s between two given Effective Dates, all SF 52s for a Facility, or all SF 52s for an Action Update Clerk.

3.1.2.5-104

The capability shall be provided for the user to specify to negate the normally automatic setting of the SF 52: Print Status to P (Printed) during the SF 52 process.

3.1.2.5-105

The capability shall be provide for the user to specify whether or not to ignore the SF 52: Print Status during the selection of SF 52s to be printed.

3.1.2.5-106

The capability shall be provided to print a specified number of SF 52s.

3.1.2.5-107

The capability shall be provided to print the four levels of detailed organizations in accordance with Appendix E on the SF 52. A capability shall be provided to print detailed Organization Titles based on a hierarchical structure. This technique is demonstrated in Table 3.1.2.1.2-2. A capability shall also be provided to allow the user to specify the Organization Titles that are to print on the SF 52 for each organization. This technique is demonstrated in Table 3.1.2.1.2-3.

3.1.2.5-108

The capability shall be provided to display online a count of the number of SF 52s that will print based on the given selection criteria and to allow the user to discontinue processing if necessary.

3.1.2.5-109

The capability shall be provided to deny concurrent SF 52 processes. Only one SF 52 request may be processed at any given time.

3.1.2.5-110

The capability shall be provided for the user to modify the default destination of where the SF 52s are to be printed.

OUTPUT

The following outputs shall result from SF 52 processing.

3.1.2.5-200

SF 52: Print Status updated.

3.1.2.5-300

SF 52 Request for Personnel Action, Core Report 149, included in Appendix G.

PAYROLL

Table of Contents

Section	Page
3.1.3 PAYROLL.....	PAY - 1
3.1.3.1 PAYROLL ACTIONS	PAY - 1
3.1.3.1.1 DEDUCTIONS	PAY - 5
3.1.3.1.2 ADJUSTMENTS	PAY - 17
3.1.3.1.2.1 ADJUSTMENTS TO CURRENT PAY PERIOD EARNINGS	PAY - 17
3.1.3.1.2.2 ACCUMULATIONS ADJUSTMENTS.....	PAY - 21
3.1.3.1.2.3 COMPUTATION OF RE-EMPLOYED ANNUITANT OFFSET.....	PAY - 25
3.1.3.1.2.4 ADJUSTMENT OF RE-EMPLOYED ANNUITANT OFFSET	PAY - 26
3.1.3.1.3 ADMINISTRATIVE ACTIONS	PAY - 29
3.1.3.1.4 CONTROLS.....	PAY - 35
 Table	 Page
3.1.3.1.4-1 ACTIONS CAUSING 80-HOUR NORMALS.....	PAY - 36

3.1.3 Payroll

NPPS shall provide the capabilities to enter and process employee T&A data to compute leave and pay and to process payroll actions that are required to establish and modify the following.

- Biweekly Deductions
- Adjustments to Pay, Leave, and Accumulations
- Employee Payroll Administration Data
- Payroll Processing Controls

3.1.3.1 Payroll Actions

NPPS shall provide the capability to maintain employee data necessary for the computation of pay, the maintenance of historical payroll processing results, and the production of payroll products.

INPUTS

The inputs for payroll actions are listed in Appendix F, Pay Inputs.

DEDUCTIONS

Deductions

Section	Page
3.1.3.1.1-100 SAVINGS BONDS	PAY - 5
3.1.3.1.1-200 MILITARY SERVICE DEPOSIT	PAY - 6
3.1.3.1.1-300 COMBINED FEDERAL CAMPAIGN.....	PAY - 7
3.1.3.1.1-400 UNION DUES	PAY - 7
3.1.3.1.1-500 NEBA LIFE INSURANCE.....	PAY - 8
3.1.3.1.1-600 SAVINGS ALLOTMENTS	PAY - 8
3.1.3.1.1-700 TSP LOAN PAYMENTS.....	PAY - 9
3.1.3.1.1-800 BANKRUPTCY PAYMENTS	PAY - 10
3.1.3.1.1-900 CHILD SUPPORT PAYMENTS.....	PAY - 10
3.1.3.1.1-1000 COMMERCIAL GARNISHMENTS	PAY - 10
3.1.3.1.1-1100 INDEBTEDNESS TO THE GOVERNMENT PAYMENTS	PAY - 10
3.1.3.1.1-1200 FEDERAL AND STATE TAX WITHHOLDINGS.....	PAY - 10
3.1.3.1.1-1300 CITY AND COUNTY TAX WITHHOLDINGS.....	PAY - 11
3.1.3.1.1-1400 TSP PAYMENTS	PAY - 12
3.1.3.1.1-1500 MISCELLANEOUS DEDUCTION.....	PAY - 13
3.1.3.1.1-1600 ADVANCE PAY DEDUCTION	PAY - 13

PROCESSES

3.1.3.1.1 Deductions

The following paragraphs specify the requirements for Deductions.

NPPS shall provide the capability for employee payroll deductions. This requirement necessitates the capability to maintain (establish, modify, and delete) data values for the following payroll deductions.

- Savings Bonds
- Military Service Deposit
- Combined Federal Campaign
- Union Dues
- NEBA Life Insurance
- Savings Allotments
- TSP Loan Payments
- Bankruptcy Payments
- Child Support Payments
- Commercial Garnishments
- Indebtedness to Federal Government Payment
- Federal and State Tax Withholding
- City and County Tax Withholding
- TSP Contributions
- Miscellaneous
- Advance Pay

The following specifications shall apply to the maintenance of these payroll deduction data values.

3.1.3.1.1-100 Savings Bonds

The capability shall be provided for employee biweekly deductions for enrollments in the US Savings Bond program for a maximum of ten bond enrollments (fixed and/or rotating).

3.1.3.1.1-101

The capability shall be provided to enter and maintain bond data as specified in table TBOND in Appendix J for use in bond transaction editing and reporting.

3.1.3.1.1-102

The capability shall be provided to establish, modify, and cancel bond enrollments. Bond transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-103

The capability shall be provided to accept changes to the bond refund only when the bond has been canceled.

3.1.3.1.1-104

The capability shall be provided to set the bond refund equal to the bond balance and set the bond balance to zero when the bond is canceled.

3.1.3.1.1-105

The capability shall be provided to reinstate a canceled bond in the same pay period that it was canceled.

3.1.3.1.1-106

The capability shall be provided to identify the bonds that have been purchased in the current pay period.

3.1.3.1.1-107

The capability shall be provided for the establishment of a co-owner/beneficiary when the co-owner/beneficiary code, name, and unique number (SSN or number unique to the co-owner/beneficiary for that owner) are entered.

3.1.3.1.1-108

The capability shall be provided to issue a warning message if the Bond: Interest Accrual Date is changed to a month and year that are not within 1 year (plus or minus) of the current month and year.

3.1.3.1.1-200 Military Service Deposit

The capability shall be provided for employee's biweekly deductions to make a military service deposit to their retirement account and/or to record a cash payment that has been applied to the required deposit.

3.1.3.1.1-201

The capability shall be provided to enter and maintain military service deposit interest data as specified in table TMILINT in Appendix J for use in military service deposit transaction editing, interest accrual computations, and reporting.

3.1.3.1.1-202

The capability shall be provided to establish, modify, and cancel military service deposit deductions. Military service deposit transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-203

The capability shall be provided to compute current year interest accrual when interest accrual date changes if the year of the new interest accrual date plus three years is less than the current year and the month/day of the new interest accrual date falls between the current pay period beginning and ending dates.

3.1.3.1.1-204

The capability shall be provided to increment year-to-date and cumulative interest accrued and balance due when the interest accrual date is changed and the interest becomes due as determined in Paragraph 3.1.3.1.1-203.

3.1.3.1.1-300 Combined Federal Campaign

The capability shall be provided for employee biweekly deductions for Combined Federal Campaign (CFC) contributions.

3.1.3.1.1-301

The capability shall be provided to enter and maintain CFC data as specified in table TCFC in Appendix J for use in CFC transaction editing and reporting.

3.1.3.1.1-302

The capability shall be provided to establish, modify, and cancel CFC deductions. CFC transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-303

The capability shall be provided to accept the establishment or modification of the CFC biweekly deduction only when the CFC organization code and requested deduction amount are entered.

3.1.3.1.1-400 Union Dues

The capability shall be provided for employee biweekly deductions for union dues for one union.

3.1.3.1.1-401

The capability shall be provided to enter and maintain union dues data as specified in table TUNION in Appendix J for use in union dues transaction editing, deduction computations, and reporting.

3.1.3.1.1-402

The capability shall be provided to establish, modify, and cancel union dues deductions. Union dues transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-403

The capability shall be provided to generate an informative message when the Union Code changes and the Union Cancellation Date (refer to table TUNION in Appendix J) for that union is not within the current pay period.

3.1.3.1.1-404

The capability shall be provided to establish a biweekly deduction amount that

will be used in lieu of the union dues rate specified in table TUNION in Appendix J.

3.1.3.1.1-405

The capability shall be provided to accept the establishment of the union dues deduction only if the employee is not in bargaining unit status of 7777 (in combination with any union code) or 8888 (with any union code except '99').

A combination of bargaining unit status of 8888 and a union code of 99 (Senior Executive Association) is valid for union dues deduction.

3.1.3.1.1-406

The capability shall be provided to establish, modify, and cancel the Senior Executive Association dues for which the employee must be in Pay Plan ES, EX, SL, ST, AD, CA, GS, or GM. When the Pay Plan is GS or GM, the Grade: Current must be greater than 13.

3.1.3.1.1-500 NEBA Life Insurance

The capability shall be provided for biweekly deductions for employees enrolled in the NASA Employee Benefits Association (NEBA) life insurance program.

3.1.3.1.1-501

The capability shall be provided to enter and maintain NEBA data as specified in table TNEBA in Appendix J for use in NEBA transaction editing, deduction computations, and reporting.

3.1.3.1.1-502

The capability shall be provided to establish, modify, and cancel NEBA deductions. NEBA transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-503

The capability shall be provided to recompute NEBA: Basic Coverage, NEBA: Earnings Class and NEBA: Face Percent when NEBA: Basic Enrollment Code changes.

3.1.3.1.1-504

The capability shall be provided to recompute NEBA: Optional Amount when NEBA: Optional Units changes.

3.1.3.1.1-505

The capability shall be provided for biweekly deductions for employees enrolled in the NEBA Travel Accident Insurance.

3.1.3.1.1-506

The capability shall be provided to establish, modify, and cancel NEBA Travel Accident Insurance deductions. Transaction inputs shall be edited as specified in Appendix F, and transactions that fail the criteria shall be rejected.

3.1.3.1.1-600 Savings Allotments

The capability shall be provided for employee biweekly deductions for up to two savings allotments.

3.1.3.1.1-601

The capability shall be provided to enter and maintain center-unique financial institution table data as specified in table TFIN in Appendix J for use in savings allotment transaction editing and reporting.

3.1.3.1.1-602

The capability shall be provided to establish, modify, and cancel savings allotment deductions. Savings allotment transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-603

The capability shall be provided to accept the establishment or modification of the allotment deduction for two allotments only when the savings allotment routing number and account number combination for the two allotments are not the same.

3.1.3.1.1-604

The capability shall be provided to accept the establishment or modification of the allotment deduction only when the deduction amount, routing number, account number, and account type are all present.

3.1.3.1.1-605

The capability shall be provided to accept the establishment or modification of the allotment deduction only when the account number does not contain characters other than 0-9, A-Z, and hyphen.

3.1.3.1.1-700 TSP Loan Payments

The capability shall be provided for employee biweekly deductions for up to two separate payments for TSP loan repayment.

3.1.3.1.1-701

The capability shall be provided to establish, modify, and cancel TSP loan deductions. TSP loan transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-702

The capability shall be provided to accept the establishment or modification of the TSP loan deduction only when the routing number, account number, loan amount, and allotment face amount are all present.

3.1.3.1.1-703

The capability shall be provided to accept the establishment or modification of the TSP loan deduction for two payments only when TSP loan account numbers are not the same.

3.1.3.1.1-704

The capability shall be provided to accept the establishment or modification of the TSP loan deduction only when the account number does not contain characters other than 0-9, A-Z, and hyphen.

3.1.3.1.1-800 Bankruptcy Payments

The capability shall be provided for employee biweekly deductions for a court-ordered bankruptcy payment.

3.1.3.1.1-801

The capability shall be provided to establish, modify, and cancel bankruptcy payment deductions. Bankruptcy transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-900 Child Support Payments

The capability shall be provided for employee biweekly deductions for up to three child support payments.

3.1.3.1.1-901

The capability shall be provided to establish, modify, and cancel child support payment deductions. Child support payment transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1000 Commercial Garnishments

The capability shall be provided for employee biweekly deductions for up to nine court ordered garnishments to commercial debtors.

3.1.3.1.1-1001

The capability shall be provided to establish, modify, and cancel commercial garnishment payment deductions. Commercial garnishment transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1100 Indebtedness to the Government Payments

The capability shall be provided for employee biweekly deductions for up to five indebtedness payments to the US government.

3.1.3.1.1-1101

The capability shall be provided to establish, modify, and cancel indebtedness to the government payments deductions. Indebtedness to the government payments transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1200 Federal and State Tax Withholdings

The capability shall be provided for employee biweekly deductions for federal and state taxes.

3.1.3.1.1-1201

The capability shall be provided to enter and maintain federal and state tax data as specified in table TTAX in Appendix J for use in federal and state tax transaction editing and reporting.

3.1.3.1.1-1202

The capability shall be provided to establish and modify federal tax withholdings deductions. The capability shall be provided to establish, modify, and cancel state tax withholdings deductions. Federal and state tax withholdings transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1203

The capability shall be provided to accept the establishment or modification of the state tax deduction if the state tax code is OH or VA only if marital status is blank.

3.1.3.1.1-1204

The capability shall be provided to accept the establishment or modification of the state tax deduction only when state alternate amount and percentage are not both greater than zero.

3.1.3.1.1-1205

The capability shall be provided to create former state tax information to support the production of year-end W2s when a current state tax withholding is changed to a new state tax withholding or when a current state tax withholding is canceled. A maximum of three former state tax information sets shall be provided. Former state tax information shall be in accordance with the inputs specified for withholding and earnings associated with regular earnings in Appendix F for former state tax actions.

3.1.3.1.1-1300 City and County Tax Withholdings

The capability shall be provided for employee biweekly deductions for city and county tax withholdings.

3.1.3.1.1-1301

The capability shall be provided to enter and maintain city and county tax data as specified in table TTAX in Appendix J for use in city and county tax transaction editing and reporting.

3.1.3.1.1-1302

The capability shall be provided to establish, modify, and cancel city and county tax withholdings deductions. City and county tax withholdings transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1303

The capability shall be provided to set the county tax marital status equal to the federal tax marital status if the county tax marital status is left blank.

3.1.3.1.1-1304

The capability shall be provided to set the city tax marital status equal to the federal tax marital status if the city tax marital status is left blank.

3.1.3.1.1-1305

The capability shall be provided to accept the establishment of city and county tax data only when both city tax alternate amount and percentage or both county tax alternate amount and percentage are not greater than zero.

3.1.3.1.1-1306

The capability shall be provided to create former city and county tax information to support the production of year-end W2s when a current city or county tax withholding is changed to a new city or county tax withholding or when a current city or county tax withholding is canceled. A maximum of three former city and three former county tax information sets shall be provided. Former city and county tax information shall be in accordance with the inputs specified for withholding and earnings associated with regular earnings in Appendix F for former city and county tax actions.

3.1.3.1.1-1400 TSP Payments

The capability shall be provided for biweekly employee deductions for Thrift Savings Plan (TSP) and for biweekly government matching contributions and for the distribution of these contributions among the three TSP investment funds.

3.1.3.1.1-1401

The capability shall be provided to enter and maintain TSP data as specified in table TRETIR in Appendix J for use in TSP transaction editing, deduction computation, and reporting.

3.1.3.1.1-1402

The capability shall be provided to establish, modify, and cancel TSP deductions. TSP transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.1-1403

The capability shall be provided to accept the establishment of a TSP deduction only when the employee's TSP status is Y, indicating election to participate.

3.1.3.1.1-1404

The capability shall be provided to accept the establishment or modification of a TSP deduction only when a TSP deduction percentage or a TSP deduction amount are entered, but not both.

3.1.3.1.1-1405

The capability shall be provided to accept the establishment or modification of a TSP deduction only when the employee fund distribution rates equal 100 percent.

3.1.3.1.1-1406

The capability shall be provided to accept the establishment or modification of a

TSP deduction only when the employee fund distribution rates are in increments of five percent.

3.1.3.1.1-1407

The capability shall be provided to initialize the TSP Distribution Rates (G, F, and C Funds) to null during the pay period initialization process for all non-participating CSRS employees (TSP: Employee Status Code not equal Y).

3.1.3.1.1-1500 Miscellaneous Deduction

The capability shall be provided to establish, modify, and delete a miscellaneous deduction amount.

3.1.3.1.1-1600 Advance Pay Deduction

The capability shall be provided to establish, modify, and delete a deduction for the collection of advance pay.

ADJUSTMENTS

Adjustments

Section	Page
3.1.3.1.2.1	ADJUSTMENTS TO CURRENT PAY PERIOD EARNINGSPAY - 17
3.1.3.1.2.1-100	BASE AND PREMIUM EARNINGS ADJUSTMENTS.....PAY - 17
3.1.3.1.2.1-200	PAY ADJUSTMENTSPAY - 18
3.1.3.1.2.1-300	LUMP SUM LEAVE PAYMENTSPAY - 19
3.1.3.1.2.1-400	ADJUSTMENTS TO NET EARNINGSPAY - 19
3.1.3.1.2.1-500	TSP ADJUSTMENTS.....PAY - 21
3.1.3.1.2.2	ACCUMULATIONS ADJUSTMENTSPAY -21
3.1.3.1.2.2-100	ACCUMULATIONS OF DOLLARS AND HOURS PAID ADJUSTMENTS.....PAY - 21
3.1.3.1.2.2-200	LEAVE ACCOUNTING ADJUSTMENTSPAY - 23
3.1.3.1.2.3	COMPUTATION OF RE-EMPLOYED ANNUITANT OFFSET ...PAY - 25
3.1.3.1.2.4	ADJUSTMENT OF RE-EMPLOYED ANNUITANT OFFSETPAY - 26

3.1.3.1.2 Adjustments

NPPS shall provide the following capabilities for adjusting the results of current pay actions and accumulations data.

3.1.3.1.2.1 *Adjustments to Current Pay Period Earnings*

The capability shall be provided to enter and modify adjustments for base pay, premium pay, net pay, cost of living allowance, foreign differential pay, and lump sum leave payments.

3.1.3.1.2.1-100 Base and Premium Earnings Adjustments

The capability shall be provided for biweekly adjustments to an employee's computed base and gross earnings.

3.1.3.1.2.1-101

The capability shall be provided to establish and modify plus or minus base and premium hours and earnings adjustments and associated remarks for each adjustment. Base and premium hours and earnings adjustments transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.1-102

The capability shall be provided to accept the establishment or modification of a biweekly adjustment for base or gross earnings only when the base or gross adjustment does not cause the employee's net pay to be negative.

3.1.3.1.2.1-103

The capability shall be provided to apply the adjustment amount to the corresponding earnings accumulation data field. The current pay period adjustment field values shall be maintained separately from the current pay period amounts computed from current T&A hours.

3.1.3.1.2.1-104

The capability shall be provided to accept the establishment of a biweekly adjustment for overtime hours and earnings only when both values are positive or negative.

3.1.3.1.2.1-105

The capability shall be provided to compute the dollar amount of the base and premium adjustment when only the hours are entered for the adjustments as follows.

Adjustment Type	Computation
Basic*	Hours Entered X Current Hourly Basic Pay Rate
Overtime	Hours Entered X (1.5 Current Hourly Base* Earnings Rate) For Non-wage Grade Employees Up To The Maximum Statutory Overtime Rate
Holiday Worked	Hours Entered X Current Hourly Base* Earnings Rate

Adjustment Type	Computation
Hazardous	Hours Entered X Differential For Duty Performed (Table Entry In THAZARD For Code A, B, Or C) (Current Hourly Base* Earnings Rate)
Sunday	Hours Entered X (.25 (TPREM Table Value) X Current Hourly Base* Differential Earnings Rate)
Night	Hours Entered X (.10 (TPREM Table Value) Current Hourly Base* Differential Earnings Rate)

*Base Earnings Rate = Basic + Locality + AUO hourly rates

3.1.3.1.2.1-200 Pay Adjustments

The capability shall be provided to establish and modify a biweekly adjustment for each class of base earnings continuing pay specified below. A continuing pay adjustment is a form of pay that is paid in the same manner and at the same time as basic pay.

3.1.3.1.2.1-201

The capability shall be provided to establish and modify a biweekly adjustment to the locality pay component of base earnings.

3.1.3.1.2.1-202

The capability shall be provided to establish and modify a biweekly adjustment to the AUO pay component of base earnings.

3.1.3.1.2.1-203

The capability shall be provided to enter a biweekly adjustment for adjusted basic pay (base plus locality) that shall be used to compute the basic and locality pay components for posting to earnings accumulators and biweekly adjustments.

3.1.3.1.2.1-204

The capability shall be provided to establish and modify the foreign differential rate to be used to determine the continuing pay differential based on the rate multiplied by the base earnings. Foreign differential rate transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.1-205

The capability shall be provided to establish and modify a cost of living rate to be used to determine the continuing pay differential based on the rate multiplied by the base earnings (used to adjust net earnings). Cost of living rate transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.1-206

The capability shall be provided to establish and modify a biweekly adjustment to the continuing pay applied to gross earnings for a retention allowance.

3.1.3.1.2.1-207

The capability shall be provided to establish and modify a biweekly adjustment to the continuing pay applied to gross earnings for a supervisory differential.

3.1.3.1.2.1-208

The capability shall be provided to establish and modify a biweekly adjustment to the continuing pay applied to gross earnings for a staffing differential.

3.1.3.1.2.1-209

The capability shall be provided to establish and modify a biweekly adjustment to the availability pay component of base earnings.

3.1.3.1.2.1-300 Lump Sum Leave Payments

The capability shall be provided for the establishment of the hours and the hourly rate of pay to be paid an employee for lump sum leave upon separation (NOACs 3**, ***T).

3.1.3.1.2.1-301

The capability shall be provided for the user to establish two lump sum leave hours values and an hourly rate for each to be used for computation of the gross lump sum leave earnings. If no rate is entered, the capability shall be provided to use the current hourly rate (Salary: Hourly + Availability Pay: Hourly Rate).

3.1.3.1.2.1-302

The capability shall be provided to specify the use of a 28 percent federal tax rate or the use of the employee's W4 parameters for the computation of the federal tax withholding deduction from the lump sum leave earnings.

3.1.3.1.2.1-303

The capability shall be provided to compute the net earnings when lump sum leave hours are entered for an employee who is terminating in the current pay period (Duty Status = Z and Reactivation Indicator = 0) or who has been terminated in a prior pay period (Duty Status = Z and Reactivation Indicator = 3) and is being reactivated for the purpose of paying the lump sum leave earnings. The deductions for federal, state, city, and county taxes and net adjustments to collect any money owed to the government (e.g., collection for FEHB, FEGLI, etc.) shall be the only deductions computed for the lump sum leave earnings.

3.1.3.1.2.1-400 Adjustments to Net Earnings

The capability shall be provided for employee net earning adjustments required to apply plus and minus adjustments to deductions for the employee for the current pay period. A positive adjustment shall be applied as a collection (net pay decreases and the deduction increases) and a negative adjustment shall be applied as a refund (net pay increases and the deduction decreases). A positive adjustment to the government contribution shall be applied as an increase to the contribution amount, and a negative adjustment shall be applied as a decrease to the contribution amount.

3.1.3.1.2.1-401

The capability shall be provided to establish and modify deductions adjustments. Deductions adjustments transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.1-402

The capability shall be provided for plus and minus adjustments and associated remarks to be identified with the following deduction/adjustment categories for application during net pay computation.

- Civil Service Retirement System (CSRS), Employee and Government
- Federal Employee Retirement System (FERS), Employee and Government
- Federal Insurance Contribution Act (FICA), Employee and Government
- Hospital Insurance Tax (HIT), Employee and Government
- Federal Tax
- State Tax and Prior State Tax
- TSP Loan 1 and 2
- City Tax
- County Tax
- Earned Income Credit
- Union Dues
- Combined Federal Campaign
- Bill of Collection

3.1.3.1.2.1-403

The capability shall be provided to enter and maintain FEHB data as specified in table TFEHB in Appendix J for use in health insurance adjustments transaction editing, deduction computations, and reporting.

3.1.3.1.2.1-404

The capability shall be provided to enter and maintain FEGLI data as specified in table TLIFE in Appendix J for use in FEGLI adjustments transaction editing, deduction computations, and reporting.

3.1.3.1.2.1-405

The capability shall be provided for plus and minus adjustments and associated remarks for the following.

- Federal Employee Health Benefits (FEHB)
 - FEHB (Current Plan)
 - FEHB Government Contribution (Current Plan)
 - FEHB (Prior Plan)
 - FEHB Government Contribution (Prior Plan)
- Federal Employee Group Life Insurance (FEGLI)
 - Family Optional Coverage
 - Optional A Coverage
 - Additional Optional B Coverage
 - FEGLI Government Contribution

3.1.3.1.2.1-500 TSP Adjustments

The capability shall be provided to establish and modify adjustments to an employee's TSP deductions and government contributions. Adjustment capabilities shall be provided as follows.

- Positive adjustments to the current pay period TSP deduction to deduct and submit deduction amounts omitted in prior periods. A TSP record type 11 for submission to the National Finance Center shall be generated to include this adjustment plus the current period deduction, if any. An effective pay date equal to the value of the current TSP Effdate shall be generated by NPPS for this adjustment.
- Negative adjustments to the current pay period TSP deduction to refund deduction amounts erroneously deducted and submitted in prior periods. A TSP record type 21 for submission to the National Finance Center shall be generated. Up to 26 separate adjustments shall be allowed. Each adjustment entry shall require an effective date that is equal to an effective pay date (a valid TSP Effdate) prior to the current pay date. When supporting history data is present, the adjustment amount must be equal to or less than the original TSP deduction plus original TSP adjustment(s) for the effective pay period.

3.1.3.1.2.2 *Accumulations Adjustments*

The capability shall be provided for the adjustment of accumulations of dollars and hours paid and leave accounting accumulations.

3.1.3.1.2.2-100 Accumulations of Dollars and Hours Paid Adjustments

The capability shall be provided for the adjustment of accumulation of earnings, deductions, leave costs, and hours worked.

3.1.3.1.2.2-101

Accumulations adjustments of dollars and hours paid transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.2-102

The capability shall be provided to establish an adjustment to accumulations of earnings, deductions, leave costs, and hours worked only when the value of the adjusted field after adjustment is positive.

3.1.3.1.2.2-103

The capability shall be provided to automatically apply adjustments to earnings and deductions accumulations associated with HIT, FICA, and federal, state, city, and county taxable earnings, TSP deductions, and tax withholdings when current pay period permanent change of station earnings and the associated tax withholdings are entered.

3.1.3.1.2.2-104

The capability shall be provided to establish and modify limited appointment accumulations adjustments.

3.1.3.1.2.2-105

The capability shall be provided to establish and modify positive TSP record type 41 adjustments for submission to the National Finance Center to resubmit previously rejected TSP record type 11s. Up to 26 separate adjustments shall be allowed. These adjustments shall not affect employee pay.

3.1.3.1.2.2-106

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing states when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-107

The capability shall be provided to allow the establishment or modification of former state tax data only when the state tax earnings, deductions, and state tax code are present.

3.1.3.1.2.2-108

The capability shall be provided to enter and modify YTD, QTD, and MTD earnings and deductions accumulations that were saved for a maximum of three former taxing cities and counties when the taxing entity was changed to another taxing entity or the tax withholding requirement was canceled.

3.1.3.1.2.2-109

The capability shall be provided to allow the establishment or modification of

former city or county tax data only when the city or county tax earnings, deductions, and tax code are present.

3.1.3.1.2.2-110

The capability shall be provided to allow the establishment or modification of an employee's transferred in values of base earnings, FICA earnings and deductions, and TSP deductions from a previous employer.

3.1.3.1.2.2-200 Leave Accounting Adjustments

The capability shall be provided for the adjustment of employee leave balances and accumulations for the following leave types.

- Annual Leave
- Compensatory Time
- Religious Compensatory Time
- Continuation of Pay
- Credit Hours Leave
- Donated Annual Leave
- Home Leave
- Leave Without Pay
- Restored Annual Leave
- Sick Leave

Other Paid and Unpaid Leave (Excused, Administrative, Jury, Military, Graduate, Court, Holiday, Time-Off, AWOL, and Suspension)

3.1.3.1.2.2-201

The capability shall be provided to adjust leave account balances and accumulations. Leave adjustments transaction inputs shall be edited as specified in Appendix F, and transactions failing the edit criteria shall be rejected.

3.1.3.1.2.2-202

The capability shall be provided to adjust the individual balances available for use for annual leave, sick leave, compensatory time, religious compensatory time, credit hours, restored leave, continuation of pay, and home leave by adjusting the accumulation elements used to compute the balance.

3.1.3.1.2.2-203

The capability shall be provided to adjust the individual accounts maintained for

compensatory time, religious compensatory time, continuation of pay leave, donated leave, time-off, and restored annual leave.

3.1.3.1.2.2-204

The capability shall be provided to allow the use of advanced annual leave only when the advanced ineligibility flag is not Y.

3.1.3.1.2.2-205

The capability shall be provided to establish employee eligibility to receive and use donated annual and restored leave under the rules of the transferred leave program for medical emergencies. The capability to establish an effective date to signal the beginning of eligibility to use donated leave and medical emergency reason code (E = employee related emergency, F = family member emergency) shall be provided, as well as a cancellation date to determine the end of the medical emergency and the end of the eligibility period for the use of donated annual and restored leave.

3.1.3.1.2.2-206

The capability shall be provided to transfer donated annual and restored leave from a set of donors to a recipient using a mass transaction.

The capability shall be provided to disallow the transfer of donated annual and restored leave when no effective date and reason code are present for the recipient. An informative message indicating that a donation limit may have been exceeded shall be produced when the donor has, or will have as a result of the current transfer, transferred more than one half of the current year's annual leave accrual entitlements based on the donor's current accrual rate and projected changes to the rate in the current leave year. Donations shall be deducted beginning with the accrued balance before future projections are used. The capability shall be provided to transfer donated restored leave from the donor's unexpired restored leave accounts. The leave shall be taken in ascending order from oldest account (first to expire) to the newest account (last to expire). If all accounts have expired, the donation shall be disallowed.

3.1.3.1.2.2-207

The capability shall be provided to return unused donated annual and restored leave from a recipient to the original donors using a mass transaction. The capability shall be provided to disallow the return of donated leave in excess of the donated leave balance available or the return to a donor in excess of the original amount donated. The capability shall be provided to return unused donated restored leave to the donor's oldest unexpired restored leave account. If all accounts have expired, the return shall not be accepted.

3.1.3.1.2.2-208

The capability shall be provided to allow an adjustment to cumulative advanced sick leave used only when it will not result in a negative advanced sick leave balance.

3.1.3.1.2.2-209

The capability shall be provided to initialize the Annual Leave, Sick Leave, and Credit Hours balances during the pay period initialization process for all employees terminating during the pay period.

3.1.3.1.2.2-210

The capability shall be provided to initialize the NEBA: Basic Enrollment Code, NEBA: Spouse Enrollment, NEBA: Optional Units, NEBA: Smoker Indicator, and Empl NEBA Chptr Code fields during the pay period initialization process for all employees terminating during the pay period.

3.1.3.1.2.2-211

The capability shall be provided to query and modify records of forfeited and extended compensatory time. Modification of these records shall not be allowed if the employee has a good T&A or has a Duty Status of Z. The capability shall be provided to renew the usability of the compensatory time hours by establishing a future pay period number or pay period ending date past which the extension will expire and the hours will be forfeited.

3.1.3.1.2.2-212

The capability shall be provided to initialize all Advanced Sick Leave fields if the Sick Leave: Advanced Bal Owed is equal to zero and the Sick Leave: Advanced Dte Limit is less than or equal to the Pay Cntl: Current PP Ending Date.

3.1.3.1.2.2-213

When a new Comp Time: Hours entry is added to an employee's record, the capability shall be provided to set the Comp Time: Hourly Rate to the current overtime rate if the Comp Time: Hourly Rate is left blank.

3.1.3.1.2.3 *Computation of Re-employed Annuitant Offset*

The capability shall be provided to compute the amount of the current pay period salary offset amount for a re-employed annuitant (Annuitant Indicator = 1, 4, 5, A, C, or E) as follows. (The results are for reporting only.)

Computation of Re-employed Annuitant Offset (Hourly Paid Employees)

$A / 2087$ (rounded to nearest cent) x B

Where:

A = Scheduled Salary - Salary

B = Base Hours: B/W (hours worked + paid leave)

Computation of Re-employed Annuitant Offset (Daily Paid)

A x B

Where:

A = Scheduled Salary - Salary

B = Number of days worked

3.1.3.1.2.4 *Adjustment of Re-employed Annuitant Offset*

The capability shall be provided to allow the adjustment of the computed amount of re-employed annuitant salary offset for an individual participating in either the CSRS or FERS retirement plans.

ADMINISTRATIVE ACTIONS

Administrative Actions

Section		Page
3.1.3.1.3-100	ADDRESSES.....	PAY - 29
3.1.3.1.3-200	TOUR OF DUTY	PAY - 30
3.1.3.1.3-300	PAY BLOCK ASSIGNMENT/REASSIGNMENT	PAY - 30
3.1.3.1.3-400	SPOUSAL HEALTH BENEFITS	PAY - 31
3.1.3.1.3-500	CASH AWARDS	PAY - 31

3.1.3.1.3 Administrative Actions

NPPS shall provide the capability to establish and maintain the following types of administrative data.

- Addresses
- Tour of Duty
- Pay Block Assignment
- Spousal Health Benefits
- Cash Awards

3.1.3.1.3-100 Addresses

The capability shall be provided to establish employee data required to establish addresses for mailing and net pay disposition.

3.1.3.1.3-101

The capability shall be provided to identify employees' mailing address and to identify net pay disposition to either an EFT routing number or address to which the employee's check will be mailed.

3.1.3.1.3-102

The capability shall be provided to apply the establishment or modification of an employee's mailing address only when street address, city, state, and zip code are entered.

3.1.3.1.3-103

The capability shall be provided to apply the establishment or modification of employee net pay disposition only when either EFT or check address data are entered, but not both.

3.1.3.1.3-104

The capability shall be provided to allow the establishment of employee net pay disposition by EFT only when the routing number, account number, and account type are all entered.

3.1.3.1.3-105

The capability shall be provided to accept the establishment or modification of the employee net pay disposition by EFT only when the account number does not contain characters other than 0-9, A-Z, and hyphen.

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

The capability shall be provided to establish and modify T&A distribution code for use by installation-unique T&A distribution processes. The capability shall be provided to maintain the distribution code as an individual employee transaction or as a mass transaction for multiple employees.

3.1.3.1.3-207

The capability shall be provided to globally modify the T&A distribution code by specifying the from and to values without identifying the specific employees.

3.1.3.1.3-300 Pay Block Assignment/Reassignment

The capability shall be provided to establish and modify assignment of employees to pay block groupings for internal payroll administration and work control.

3.1.3.1.3-301

The capability shall be provided for the user to specify the default pay block assignment for new employees in their first pay period.

3.1.3.1.3-302

The capability shall be provided to change the default to another pay block in the employee's first pay period. Once 80-hour normals controls have been computed (refer to Paragraph 3.1.3.1.4), further modification to the new employee's pay block shall not be allowed.

3.1.3.1.3-303

The capability shall be provided to establish a new pay block assignment to be effective at the beginning of the next pay period. The capability shall be provided to maintain the new pay block value as an individual employee transaction or as a mass transaction for multiple employees.

3.1.3.1.3-400 Spousal Health Benefits

The capability shall be provided to account for cash payments resulting from the collection for health benefits under the Spouse Equity Act of 1985.

3.1.3.1.3-401

The capability shall be provided to record cash receipts from spouses of former employees who have elected to make payments for health benefit coverage.

3.1.3.1.3-402

The capability shall be provided to apply the establishment or modification of a payment record only when the value of the cash payment is not zero.

3.1.3.1.3-500 Cash Awards

The capability shall be provided for the user to specify mass employee cash awards processed in the current pay period that will require a payment record to be sent to the Treasury via the net pay check tape. A query of each employee's current cash award earnings, federal withholding, HIT, FICA, city, and state tax deductions shall be provided (Core Report 978).

CONTROLS

Controls

Section	Page
3.1.3.1.4-100 NORMALS CONTROLS	PAY - 35
3.1.3.1.4-200 ALLOTMENT CONTROLS.....	PAY - 38
3.1.3.1.4-300 GROSS-TO-NET PAY CONTROLS.....	PAY - 38
3.1.3.1.4-400 ACCUMULATIONS ADJUSTMENTS CONTROLS	PAY - 39
3.1.3.1.4-500 ERROR AND INFORMATION MESSAGES	PAY - 39
3.1.3.1.4-600 CORE REPORT REFERRALS	PAY - 39
3.1.3.1.4-700 EMPLOYEE RECORD UPDATES	PAY - 39
3.1.3.1.4-800 TRANSACTION HISTORY UPDATES.....	PAY - 39

Table	Page
3.1.3.1.4-1 ACTIONS CAUSING 80-HOUR NORMALS.....	PAY - 36

3.1.3.1.4 Controls

NPPS shall provide the following processing capabilities to support control of the payroll data entry and pay computation process.

- Normals Controls
- Allotments Controls
- Gross-to-Net Pay Controls
- Accumulations Adjustments Controls

3.1.3.1.4-100 Normals Controls

The capability shall be provided to compute normal pay controls for each employee active for pay, except intermittent appointees (Work Schedule = I) and those reactivated for pay purposes and totals for pay block and center.

3.1.3.1.4-101

The capability shall be provided to compute an 80-hour normal as follows.

Gross Earnings = Base (80 hours x hourly rate) + Foreign Differential Earnings

Net Earnings = Gross Earnings Minus All Deductions (Ignoring Statutory Limits) + Cost of Living Adjustment

3.1.3.1.4-102

The capability shall be provided to compute a tour of duty normal for a part-time employee as specified in Paragraph 3.1.3.1.4-101 except the employee part-time hours value shall be used in place of the 80-hour value.

3.1.3.1.4-103

The capability shall be provided for the 80-hour normal control to establish a pay period baseline old normal at the beginning of a pay period using the 80-hour normal values from the previous pay period. A new normal control amount shall also be established and maintained during the new pay period. At the beginning of the pay period, the new normal control amount shall be equal to the old normal and shall be recomputed for each element of the controls (as specified in Paragraph 3.1.3.1.4-101) whenever changes to the data fields specified in Table 3.1.3.1.4-1 are made as a result of a pay or personnel action.

Table 3.1.3.1.4-1 Actions Causing 80-Hour Normals

1. Addition or cancellation of the following deductions.

- Bond Enrollments
- Military Deposit
- Combined Federal Campaign
- Union Dues
- NEBA Life Insurance
- Savings Allotment
- TSP Loan Allotment
- Bankruptcy Payment
- Child Support Payment
- Commercial Garnishments
- Indebtedness to the Government Payment
- Federal or State Taxes
- City or County Tax Deduction
- TSP Deduction
- FEGLI Enrollment
- FEHB Enrollment and payers of full premium status changes

2. Separation Action (Mature, NOACs 3**, ***T)

- New normals shall be set to zero

3. Modification of the following fields.

- COLA: Rate
- Foreign Diff: Rate
- Retention Allowance
- Supervisory Differential
- Voluntary Allot: Amt
- TSP: Loan Ded Requested 1
- TSP: Loan Ded Requested 2
- Bond: Requested Deduction
- NEBA: Basic Enrollment Code
- NEBA: Optional Units
- NEBA: Smoker Indicator
- NEBA: Spouse Enrollment
- State Tax: Additional Exempts
- State Tax: Additional W/H
- State Tax: Alternate Amount
- State Tax: Alternate Percent
- State Tax: Code
- State Tax: Exemptions
- State Tax: Marital Code
- City/County Tax: Additional Exempts
- City/County Tax: Additional W/H
- City/County Tax: Alternate Amount
- City/County Tax: Alternate Percent
- City/County Tax: Code

3. Modification of the following fields.

- Employee NEBA Travel Accident Insurance Plan
- Employee NEBA Travel Accident Insurance Amount Indicator
- Employee NEBA Travel Accident Insurance Spouse Coverage
- CSRS: Mil Dep Requested W/H
- FERS: Mil Dep Requested W/H
- CFC: Requested Deduction
- Union Code
- Union Dues: Required
- Empl Adv Pay Requested Ded Amt
- Empl AUO Anl Amt
- Availability Pay: Annual Amt
- Empl Stfng Dfrntl Anl Amt
- Empl Basic Pay Amt
- Empl Lclty Adjstmnt Anl Amt
- TSP: Elected Amount of Ded
- TSP: Elected Rate of Ded
- Federal Tax: Additional
- Federal Tax: Exempted
- Federal Tax: Exemptions
- Federal Tax: Marital Code
- City/County Tax: Exemptions
- City/County Tax: Marital Code
- Bankruptcy: Requested Ded
- Indebtedness Due US: Req W/H
- Child Support: Requested Ded
- Empl Grnsh Rqrd PP Ded Amt
- Duty Status
- Date of Birth
- Retirement Plan
- Annuitant Indicator
- TSP: Employee Status Code
- Salary
- Grade: Current
- Step
- Head of Agency
- Supervisory Code
- Pay Plan
- Position Type
- Tenure Code
- Work Schedule Code

3.1.3.1.4-104

The capability shall be provided to globally compute the 80-hour normal controls to provide a new baseline for the controls at the user's request when global pay parameters change (e.g., tax rate table changes).

3.1.3.1.4-200 Allotment Controls

The capability shall be provided to compute allotment control totals (dollar value) for changes to voluntary allotments at the center level for changes made during the pay period.

3.1.3.1.4-201

The capability shall be provided to identify the savings allotments controls at the center level with the allotment breakdown as follows.

Allotments Controls

$$A + B + C - D - E$$

Where:

- A = Prior Pay Period Allotments Total
- B = New Allotments this Pay Period
- C = Increases in Existing Allotments this Pay Period
- D = Cancellations this Pay Period
- E = Decreases in Existing Allotments this Pay Period

3.1.3.1.4-300 Gross-to-Net Pay Controls

The capability shall be provided to maintain gross-to-net controls for each employee, pay block, and center as follows.

Gross-to-Net Controls

$$A + B + C + D + E = F + G + H - I - J - K$$

Where:

- A = Base Earnings (includes Locality, AUO, and Availability Pay components)
- B = Premium Earnings
- C = Continuing Pay Adjustments (Staffing Diff., Supervisory Diff., Retention Allowance, Foreign Diff.)
- D = Lump Sum Leave Earnings
- E = Adjustments to Base and Gross Earnings (biweekly)
- F = Net Earnings
- G = Deductions
- H = Net Adjustments (-)
- I = Net Adjustments (+)
- J = EIC

K = Cost of Living Allowance

3.1.3.1.4-400 Accumulations Adjustments Controls

The capability shall be provided to compute accumulation controls for the pay block and center when the accumulation adjustments for earnings and deductions specified in Paragraph 3.1.3.1.2.2-102 are applied and when accumulation of earnings and deductions are adjusted by the mature processing of awards. The control shall be computed and recorded for each accumulator field, as specified in Appendix F, as follows.

Prior Accumulation Value - New Accumulation Value = Difference After Adjustment

OUTPUT

The following outputs result from the Payroll Actions process.

3.1.3.1.4-500

Error and information messages.

3.1.3.1.4-600

Normal controls, allotment controls, gross-to-net controls, and accumulation adjustment controls. Refer to Core Reports 959, 967, 968, 969, and 973.

3.1.3.1.4-700

Employee record updates for each payroll action consisting of the inputs specified in Appendix F.

3.1.3.1.4-800

Transaction history updates containing the payroll action transaction data required for history as defined in Appendix F.

PAY COMPUTATIONS

Pay Computations

Section	Page
3.1.3.2 PAY COMPUTATIONS.....	PAY - 43
3.1.3.2.1 TIME AND ATTENDANCE.....	PAY - 45
3.1.3.2.2 LEAVE ACCOUNTING	PAY - 51
3.1.3.2.2.1 LEAVE ACCRUAL.....	PAY - 51
3.1.3.2.2.2 LEAVE USAGE	PAY - 57
3.1.3.2.3 GROSS PAY COMPUTATION	PAY - 69
3.1.3.2.4 NET PAY	PAY - 81

3.1.3.2 Pay Computations

NPPS shall compute leave and pay based on the entry of T&A data actions affecting current pay period earnings, deductions, or leave balances.

TIME AND ATTENDANCE

3.1.3.2.1 Time and Attendance

NPPS shall provide the capability for T&A transactions to be the only source of current hours from which NPPS computes earnings.

INPUTS

The inputs for T&A are listed in Appendix F.

PROCESSES

3.1.3.2.1-100

The capability shall be provided to accept T&A from a standard interface file of transactions as well as online input. A maximum of three T&As for an employee for each week shall be processed to accommodate working three different shifts in the same week.

3.1.3.2.1-101

The capability shall be provided to automatically create zero-hour T&As for individuals being paid severance pay (separation NOAC = 312, 330, or 356 and having an unpaid dollar limit) and 80-hour T&As for those employees who are in LWOP status (duty status = L) in the current pay period when T&As are input via the T&A interface file.

3.1.3.2.1-102

The capability shall be provided to mark the T&A in error status if an employee's Weekly Uncommon Tour Hours are greater than zero (indicating that the employee works in a fire protection/prevention or law enforcement position and is working an uncommon tour) and Hazardous Hours, Night Differential Hours, or Sunday Differential Hours are reported.

3.1.3.2.1-103

The capability shall be provided to mark the T&A in error status if Senior Executive Service (SES) appointees (pay plan = ES and position type = 6 or pay plan = EX) report any premium hours worked (Overtime Hours, Hazardous Hours, Sunday Differential Hours, Night Differential Hours, Comp Time: Earned).

3.1.3.2.1-104

The capability shall be provided to mark the T&A in error status if Federal Wage System employees (NASA classification code = 10000) report Night Differential Hours.

3.1.3.2.1-105

The capability shall be provided to mark the T&A in error status if a shift value of 2 is entered for non-Federal Wage System employees and Night Differential hours are not reported, or if night differential hours are reported for non-Federal Wage System employees and a shift value of 2 is not entered, or if a shift value of 3 is entered for non-Federal Wage System employees.

3.1.3.2.1-106

The capability shall be provided to mark the T&A in error status if any weekly reported hours field does not contain a value between zero and 40 except for the following conditions.

- Night Differential or Hazardous Hours shall be in error status if value is not equal to or is not between zero and the weekly total hours, computed as follows.

Weekly Total Hours

$$A + B + C + D + E + F =$$

Where:

A = Regular Hours

B = Paid Leave

C = Overtime Hours

D = Holiday Worked Hours

E = Compensatory Time Earned

F = Credit Hours Earned

- Holiday worked hours - Value must not be greater than Holiday Leave hours reported for the week.
- Comp time earned or overtime hours - Value may be greater than 40 in one week.
- Employee is working a compressed work week (Compressed Work Week Flag = Y).
- Employee is in severance pay status (separation NOAC = 312, 330, or 356 and having an unpaid dollar limit).

3.1.3.2.1-107

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)
- 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
- Employees terminating in the current pay period
- Employees whose work schedule is intermittent or part-time (Work Schedule = P, S, T, or I)
- Employees whose occupation is either fire protection/prevention or law enforcement (Weekly Uncommon Tour Hours greater than zero)
- Employees on furlough (Duty Status = F)
- Employees on Compressed Work Week tours (Compressed Work Week Flag not blank)

3.1.3.2.1-114

The capability shall be provided to mark the T&A in error status if the employee is paid on a daily basis (Pay Basis = PD) and the weekly total reported hours are not divisible by 8 or the weekly total reported hours are greater than 56.

3.1.3.2.1-115

The capability shall be provided to mark the T&A in error status if the total Overtime Hours plus Regular Hours and paid and non-paid leave does not total at least 40 hours for employees who are on an irregular tour (Tour From and To Hours are zero).

3.1.3.2.1-116

The capability shall be provided to mark the T&A in error status if the employee is subject to a dollar limit (dollar limit is not zero) and the employee's Limited Appointment: Balance has reached zero in a prior pay period.

3.1.3.2.1-117

The capability shall be provided to mark the T&A in error status if an employee whose Position Code is not zero is subject to an hour limit (hour limit is not zero) and the employee's Limited Appointment: Balance has reached zero in a prior pay period.

3.1.3.2.1-118

The capability shall be provided to mark the T&A in error status if the employee is subject to a day limit (day limit is not zero) and the Limited Appointment: Balance has reached zero in a prior pay period.

3.1.3.2.1-119

The capability shall be provided to mark the T&A in error status if Holiday Hours are reported for a week that contains no official federal holiday.

3.1.3.2.1-120

The capability shall be provided for T&A reported hours controls to be created and maintained for each type of T&A hours reported. Totals shall be maintained at the center level, pay block level, and for groups of 100 employees within each pay block. The capability shall be provided to prepare the following controls by pay block and center.

- Each type of hours reported in groups of 100 employees
- Number and identification of missing T&As
- Number of employees reactivated for pay this pay period

3.1.3.2.1-121

The capability shall be provided to identify the pay period T&A processing status of each active employee. The status shall be identified as missing, current T&A is in error, and good transaction (the T&A has been processed for current pay period pay and leave computation).

3.1.3.2.1-122

The capability shall be provided to mark the T&A in error status if an hourly intermittent employee (Work Schedule = I, Pay Basis = PH) if it contains premium hours other than overtime.

3.1.3.2.1-123

The capability shall be provided to mark the T&A in error status if a new employee's (New Employee Indicator = Y) check routing information (Financial Inst Routing Nbr or Address: Check Mailing) has not been entered.

3.1.3.2.1-124

The capability shall be provided to mark the T&A in error status if the employee is part time (Work Schedule = P, S, or T) and the total pay period reported hours (week one plus week two) is less than the scheduled Part-Time Hours.

3.1.3.2.1-125

The capability shall be provided to convert Military Leave hours to days as follows.

Compressed Work Week Flag = Blank

Reported Hours / 8

Compressed Work Week Flag = 'Y'

Reported Hours / 8 rounded down to whole days **

** If reported hours equals 72, days shall equal 8 instead of 9.

3.1.3.2.1-126

The capability shall be provided to mark the T&A in error status if the employee is receiving availability pay (Availability Pay: Hourly Rate not = 0) and the Compressed Work Week Flag = Y.

OUTPUT

The following outputs result from the T&A process.

3.1.3.2.1-200

Employee database updates of T&A reported hours inputs as specified for T&A in Appendix F.

3.1.3.2.1-201

T&A reported hours control. Refer to Core Report 972.

3.1.3.2.1-202

Biweekly totals of reported hours for each employee and pay block. Refer to Core Report 100.

3.1.3.2.1-203

Error and information messages from T&A data entry. (Interactive Responses and Core Report 201 produced after batch T&A process.)

LEAVE ACCOUNTING

3.1.3.2.2 Leave Accounting

NPPS shall provide the capability to compute the biweekly accrual of annual and sick leave and to account for the usage of the following leave types.

Paid Leave

Administrative
 Annual and Advanced Annual
 Compensatory Time
 COP
 Court
 Credit Hours
 Excused
 Donated and Transferred Annual
 Graduate
 Holiday
 Home
 Jury Duty
 Military
 Religious Compensatory Time
 Restored Annual
 Sick and Advanced Sick
 Time-Off

Non-paid Leave

Absent Without Leave
 Leave Without Pay
 Suspension

3.1.3.2.2.1 *Leave Accrual*

NPPS shall compute the amount of annual and sick leave accruals available for use in the current and future pay periods through the end of the leave year. These accruals shall be based on the eligibility criteria and rate of accrual as follows.

INPUTS

The inputs for Leave Accrual are listed in Appendix F.

PROCESSES

3.1.3.2.2.1-100

The capability shall be provided to compute annual leave accrual for each employee meeting the following eligibility criteria.

- Appointment period is 90 days or more.

- New, full-time employees whose "entered on duty day" is the third day of a pay period following a federal holiday on the second day of a pay period shall have 8 hours of holiday leave hours included with the total base hours figure used when calculating annual leave accruals.
- Current pay period base hours + LWOP + AWOL plus suspension hours equal 80 hours for employees not on irregular tour (Tour From and To Hours not equal to zero).
- For non-exempt employees on irregular tour whose base pay rate is not greater than that of a GS-10, step 1, current pay period regular hours, plus LWOP, AWOL, and suspension hours, plus overtime hours must be at least equal to 80.
- For part-time employees (Work Schedule = P, S, or T), accrual shall be based on hours in pay status, not to exceed 80.
- Leave Entitlement Field value is blank.

3.1.3.2.2.1-101

NPPS shall provide for the accrual of a maximum of eight hours of annual leave (the accrual to be based on the employee's years of federal service) and for a maximum of four hours of sick leave for each full biweekly pay period from the first full biweekly period of employment for employees, except intermittent employees (Work Schedule = I) and employees whose Leave Entitlement value is not blank.

3.1.3.2.2.1-102

The capability shall be provided to compute the biweekly annual leave accrual rate as follows.

**Full-Time Employees (Work Schedule = F)
Rate Per Years of Federal Service**

Less than 3 years	=	4 hours per pay period
3 - 14 years	=	6 hours per pay period (earns an additional 4 hours in the last full pay period of the calendar year)
Greater than 14 years	=	8 hours per pay period
Federal Service Years	=	Beginning date of current pay period minus employee's federal service computation date

3.1.3.2.2.1-103

The capability shall be provided to compute the biweekly annual leave accrual for part-time employees. The rate of accrual per hours worked shall be determined as follows.

**Part-Time Employees (Work Schedule = P, S, or T)
Rate Per Years of Federal Service**

Less than 3 years	=	4 hours per pay 1 hour per 20 hours in a pay status, not to exceed 80
3 - 14 years	=	1 hour per 13 hours in a pay status, not to exceed 80
Greater than 14 years	=	1 hour per 10 hours in a pay status, not to exceed 80
Federal Service Years	=	Beginning date of current pay period minus employee's federal service computation date

3.1.3.2.2.1-104

The capability shall be provided to carry forward all hours in a pay status remaining from the computation of the biweekly annual leave accrual for part-time employees. The capability shall be provided to add the remaining hours to the next pay period hours in a pay status for the accrual computation.

3.1.3.2.2.1-105

The capability shall be provided to compute the biweekly annual leave accrual for employees engaged in firefighter/law enforcement occupations. The biweekly leave accrual for those working uncommon tours (biweekly tours in excess of the normal 80 hours, classified as such in accordance with FPM Supplement 990-2) shall be based on the ratio of the biweekly uncommon tour hours to 80. The following example is based on an uncommon tour of 144 hours per pay period.

**Firefighter/Law Enforcement Uncommon Tours Rate
Per Years of Federal Service**

Less than 3 years	=	7 hours per pay period, except last full pay period in the calendar year, then 12 hours
3 - 14 years	=	11 hours per pay period, except last full pay period in the calendar year, then 13 hours
Greater than 14 years	=	14 hours per pay period, except last full pay period in the calendar year, then 24 hours
Federal Years Service	=	Beginning date of current pay period minus employee's federal service computation date

3.1.3.2.2.1-106

The capability shall be provided to compute the biweekly accrual rate for sick leave using the following accrual rates.

- Full-time employees shall accrue 4 hours per pay period.
- New, full-time employees whose "entered on duty day" is the third day of a pay period following a federal holiday on the second day of a pay period, shall have 8 hours of holiday leave hours included with the total base hours figure used when calculating sick leave accruals.
- Part-time employees shall accrue 1 hour for each 20 hours in a pay status, not to exceed 80. The capability shall be provided to carry forward all base hours remaining from the computation of the biweekly sick leave accrual for part-time employees. The capability shall be provided to add the remaining hours to the next pay period base hours for the accrual computation.
- Firefighter/law enforcement occupations working uncommon tours shall accrue 7 hours per pay period, except last period in the leave year, then 12.

3.1.3.2.2.1-107

The capability shall be provided to account for advance annual and sick leave as specified below. The capability shall be provided to compute annual leave earnings that will accrue for the remainder of the leave year as follows.

Advance Annual Leave Available (Full-Time)

A + B + C

Where:

- A = Earnings at the current accrual rate for leave periods remaining in the leave year
- B = Additional earnings for projected rate change in the current leave year
- C = Additional year-end earnings where applicable

Advance Annual Leave Available (Part-Time)

$A \times B / C$ (Rounded to the nearest whole hour)

Where:

- A = Current tour of duty hours
- B = Number of periods remaining in the current leave year
- C = Annual leave accrual factor based on years of service
 - <3 factor = 20
 - 14 - 3 factor = 13
 - >14 factor = 10

3.1.3.2.2.1-108

The capability shall be provided to enter advance sick leave amounts for an employee and to enter an expiration date for its usage.

3.1.3.2.2.1-109

The capability shall be provided to apply all sick leave accrued to advanced sick leave used until all advanced sick leave used is paid back.

3.1.3.2.2.1-110

The capability shall be provided to deny the use of advance annual leave and restrict the use of accruals of annual leave while an employee is in a transferred leave program (effective date is on or before the current pay period and Reason Code is either E or F and Cancellation Date is less than or equal to the last day of the current pay period). Use of accruals of sick leave shall be restricted while an employee is in a transferred leave program when the Reason Code is E. A total of 40 hours of annual leave and 40 hours of sick leave shall be accumulated and maintained in a restricted status while a full-time employee is in a transferred leave program. For part-time and uncommon tour employees, annual and sick leave restrictions shall be accumulated up to the employee's scheduled weekly tour of duty. Accruals after the 40-hour (or weekly tour of duty) accumulation of restricted sick leave shall be made available for use in the period in which it is accrued and shall be used before the use of the donated leave balance. Accruals after the 40-hour (or weekly tour of duty) accumulation of restricted annual leave shall be used to reduce any negative annual leave balance to zero. When the annual leave balance is greater than or equal to zero, annual leave shall be made available for use in the period on which it is accrued and shall be used before the use of the donated leave balance. If all other leave type balances have been used, and the hours entered would have converted to LWOP, restricted hours will be used in place of LWOP. Otherwise, the restricted leave shall be made available for use in the pay period following the cancellation of the transferred leave program.

3.1.3.2.2.1-111

The capability shall be provided to compute and apply a Reduction in Credit for full-time employees to reduce the current pay period annual and sick leave accrued earnings when the LWOP: 80-Hour Accrual value is equal to or greater than 80. The reduction in credit shall be equal to the accrued earnings for the period. NPPS shall reduce the LWOP: 80-Hour Accrual value by 80 when a reduction in credit is posted. Part-time employees' leave accrual is based on the number of hours the employee is in a paid status. Part-time employees shall not be subject to a reduction in credit.

OUTPUT

The following outputs result from the Leave Accounting process.

3.1.3.2.2.1-200

Employee database updates of leave data fields resulting from Leave Accounting processing as specified above (Source = Database in Appendix F).

3.1.3.2.2.1-300

Information messages communicating the results of reductions in credit and annual leave accrual rate changes.

3.1.3.2.2.2 *Leave Usage*

The capability shall be provided to apply and maintain new leave balances and accumulations required to compute the balances based on the current pay period reported hours and the employee prior balances.

INPUTS

The inputs for Leave Usage are listed in Appendix F.

PROCESSES

3.1.3.2.2.2-100

The capability shall be provided to apply annual leave used to the annual leave balance.

Annual Leave Balance

$$A + B - C - D + E + F - G - H - I + J$$

Where:

- A = Prior Year Carryover
- B = YTD Accrued
- C = YTD Used
- D = YTD Reduction in Credit
- E = Donated Annual Leave (Received)*
- F = Advance Annual Available**
- G = Annual Leave Donated to Another
- H = Donated Annual Leave Used
- I = Restricted Annual Leave Balance
- J = Donated Annual Leave Returned YTD

* The capability shall be provided to use any positive annual leave balance at the beginning of the pay period ($A + B - C - D - G - I + J$) before using any donated annual leave balance when the employee enters the transferred leave program (Restricted Annual Leave Balance = 0 and Donated Annual Leave Used = 0).

** The capability shall be provided to deny the use of advance annual leave when the value of Annual Leave: ADV Ineligibility is Y. When an employee is active in a transferred leave program, advance annual leave shall be restricted and unavailable for use.

3.1.3.2.2.2-101

The capability shall be provided to convert any annual leave hours used in the current pay period that exceed the annual leave balance to the following leave types in the order listed.

1. Comp Time Hours
2. Credit Hours Leave
3. Restored Leave Hours
4. LWOP Hours

3.1.3.2.2.2-102

The capability shall be provided to apply sick leave used to the sick leave balance.

Sick Leave Available for Use

A + B

Where:

- A = Accrued Sick Leave Balance
- B = Advanced Sick Leave Granted Available

Accrued Sick Leave Balance

A + B - C - D - E

Where:

- A = Prior Year Carryover
- B = YTD Accrued
- C = YTD Used
- D = YTD Reduction in Credit
- E = Restricted Sick Leave Balance

Advance Sick Leave Granted Available

(A - B) - C

Where:

- A = Advance Sick Leave Granted Total
- B = Advance Sick Leave Used Cum
- C = Advance Sick Leave Expired to the extent (A - B) is greater than zero

3.1.3.2.2.2-103

The capability shall be provided to account for advanced sick leave owed as follows.

Advanced Sick Leave Owed

A + B - C

Where:

- A = Prior Year Carryover Owed
- B = Advanced Sick Leave Used YTD
- C = Repaid Advanced Sick Leave YTD (Accruals shall be used to repay all advanced sick leave owed before they may be made available for use.)

3.1.3.2.2.2-104

The capability shall be provided to convert any sick leave hours used in the current pay period that exceed the sick leave balance to the following leave types in the order listed.

1. Annual Leave
2. Comp Time Hours
3. Credit Hours Leave
4. Restored Leave Hours
5. LWOP Hours

3.1.3.2.2.2-105

The capability shall be provided to maintain compensatory time earned and the hourly overtime rate at the time it was earned for seven pay periods after it is earned. The capability shall be provided to forfeit the compensatory time hours remaining unused after the seventh pay period. However, if the employee is non-exempt, the capability shall be provided to pay the employee for the hours unused after seven periods at the overtime rate in effect at the time the hours were earned.

The capability shall be provided to record each occurrence of compensatory time forfeiture at the time of forfeiture to be available for future reclassification to extend the usage period. The number of hours forfeited, the date forfeited, the date earned, and the hourly overtime rate at the time it was earned shall be recorded.

3.1.3.2.2.2-106

The capability shall be provided to apply compensatory time used to the primary and extended balances that have the earliest expiration dates. When two expiration dates are equal, the extended balance shall be used before the primary balance.

3.1.3.2.2.2-107

The capability shall be provided to convert any compensatory time hours used in the current pay period that exceed the compensatory time balance to the following leave types in the order listed.

1. Annual Leave
2. Credit Hours
3. Restored Leave Hours
4. LWOP Hours

3.1.3.2.2.2-108

The capability shall be provided to account for credit hours leave earned and to apply credit hours leave used to the credit hours leave balance as follows.

Credit Hours Balance

$$A + B - C$$

Where:

- A = Prior Year Carryover
- B = YTD Earned (includes current period earned)
- C = YTD Used

3.1.3.2.2.2-109

The capability shall be provided to convert any credit hours leave used in the current pay period that exceed the credit hours leave balance to the following leave types in the order listed.

1. Annual Leave
2. Comp Time Hours
3. Restored Leave Hours
4. LWOP Hours

3.1.3.2.2-200

The capability shall be provided to reduce the number of credit hours to be carried forward to the next pay period to 24 hours for full-time employees if the Credit Hours: Balance is greater than 24. For part-time employees, hours carried forward shall be limited to 25 percent of the employee's scheduled work hours (Part-Time Hours) for the pay period.

3.1.3.2.2-201

The capability shall be provided to establish and modify three dated accounts for the restoration of annual leave and apply restored leave used to the balance of the oldest accounts first.

Restored Leave Balance, Each Account (3 Accounts)

$$A + B + C - D + E - F$$

Where:

- A = Restored Leave Amount for Account (1)
- B = Restored Leave Amount for Account (2)
- C = Restored Leave Amount for Account (3)
- D = Cum Used for that Account (1, 2, or 3)
- E = Cum Donated Returned Leave (1, 2, or 3)
- F = Cum Donated Leave (1, 2, or 3)

3.1.3.2.2-202

The capability shall be provided to convert any restored leave hours used in the current pay period that exceed the restored leave balance to the following leave types in the order listed.

1. Annual Leave
2. Comp Time Hours
3. Credit Hours
4. LWOP Hours

3.1.3.2.2-203

The capability shall be provided to establish and modify three COP Leave accounts for the distribution of the used hours and limit the number of hours of COP used (Total of COP Leave: Hours Used YTD 1, 2, and 3) in the current leave year to 360.

3.1.3.2.2.2-204

The capability shall be provided to convert any COP Leave used in the current pay period that exceed the COP Leave balance to the following leave types in the order listed.

1. Sick Leave
2. Annual Leave
3. Comp Time Hours
4. Credit Hours
5. Restored Leave
6. LWOP Hours

3.1.3.2.2.2-205

The capability shall be provided to establish and modify 10 time-off accounts.

3.1.3.2.2.2-206

The capability shall be provided to forfeit unused time-off after the pay period in which it expires (Employee Time Off Award Expiration Date equals or is between the pay period beginning and ending dates of the preceding pay period).

3.1.3.2.2.2-207

The capability shall be provided to apply time-off used to the oldest, unexpired account balance.

3.1.3.2.2.2-208

The capability shall be provided to convert any time-off used in excess of the balance of time-off hours to the following leave types in the order listed when the balance is reduced to zero as a result of the current usage.

1. Annual Leave
2. Comp Time Hours
3. Credit Hours Leave
4. Restored Leave Hours
5. LWOP Hours

3.1.3.2.2.2-209

The capability shall be provided to establish and modify a leave year-to-date accumulation for military leave hours reported and military leave days used.

3.1.3.2.2.2-210

The capability shall be provided to establish and modify religious compensatory time earned or used in advance for seven pay periods after it is earned.

3.1.3.2.2.2-211

NPPS shall automatically set to zero any religious compensatory time hours remaining unused after the seventh pay period following the pay period in which it was earned.

3.1.3.2.2.2-212

The capability shall be provided to apply religious compensatory time used to the oldest of the seven earned balances.

3.1.3.2.2.2-300

The capability shall be provided to allow the employee to use religious compensatory time before it is earned.

3.1.3.2.2.2-301

The capability shall be provided to establish and modify the following LWOP balances.

- LWOP: Hours Used YTD
- LWOP: SCD Hours
- LWOP: WIG Hours
- LWOP: 80 Hour Accrual

3.1.3.2.2.2-302

The capability shall be provided to establish and modify a leave year-to-date total for the following leave hours reported.

- Absent Without Leave
- Administrative
- Court
- Excused
- Graduate
- Holiday
- Jury Duty

- Time-Off
- Suspension
- Home

3.1.3.2.2-303

The capability shall be provided to post leave usage changes that result from prior period timecard changes received from the Time, Attendance, and Labor Collection/Labor Distribution System (TALC/LD) as follows.

Timecard Changes (+ or -)	Leave Data Changes
Administrative Leave	Administrative Leave: YTD
Annual Leave	Annual Leave: Used YTD
Compensatory Time Used	Comp Time: Used YTD
COP Leave	COP Leave: Hours Total YTD
Court Leave	Court Leave: Used YTD
Credit Hours	Credit Hours: Used YTD
Excused Leave	Excused Leave: Used YTD
Graduate Leave	Graduate Leave: Used EOD to Date Graduate Leave: Used YTD
Holiday Leave	Holiday Leave: Used YTD
Home Leave	Home Leave: Hours Used CUM Home Leave: Used YTD
Jury Duty	Jury Leave: Used YTD
Military Leave	Military Leave: Used YTD Hours
Religious Compensatory Time Used	Comp Time: Relig Used YTD
Restored Leave	Restored Leave: Used CUM (each account) Restored Leave: Used YTD (each account) Restored Leave Total (in order of age of the account, descending)
Sick Leave	Sick Leave: Used YTD
Compensatory Time Earned	Comp Time: Earned YTD Comp Time: Hours-1
Credit Hours Earned	Credit Hours: Earned YTD

Timecard Changes (+ or -)	Leave Data Changes
Religious Compensatory Time Earned	Comp Time: Relig Earned YTD Comp Time: Relig Hours-1
AWOL	AWOL: Used YTD LWOP: 80 Hour Accrual (if full-time employee) LWOP: SCD Hours LWOP: WIG Hours LWOP: Used YTD
LWOP	LWOP: Used YTD LWOP: SCD Hours LWOP: WIG Hours LWOP: 80 Hour Accrual (if full-time employee)
Suspension	Suspension: Used YTD Suspended Hrs: YTD LWOP: 80 Hour Accrual (if full-time employee)
Regular	Regular Hours: YTD
Base Hours	Base Hours: YTD

OUTPUT

The following outputs result from the Leave Usage process.

3.1.3.2.2.2-400

Updates to employee leave data fields resulting from Leave Usage processing as specified above (Source = Database in Appendix F).

3.1.3.2.2.2-500

Information messages communicating specific results of leave conversions, restored leave expirations, comp time forfeitures, and negative religious comp time balances.

GROSS PAY COMPUTATION

Gross Pay Computation

Section		Page
3.1.3.2.3-100	TITLE V GROSS PAY COMPUTATIONS	PAY - 69
3.1.3.2.3-200	FLSA GROSS PAY COMPUTATION.....	PAY - 72
3.1.3.2.3-300	APPOINTMENT AND STATUTORY LIMITS	PAY - 74
3.1.3.2.3-400	HEAD OF THE AGENCY PAY.....	PAY - 76
3.1.3.2.3-500	LOCALITY PAY ADJUSTMENT FOR STATUTORY LIMITS.....	PAY - 76
3.1.3.2.3-600	PRIOR PAY PERIOD GROSS PAY ADJUSTMENTS.....	PAY - 79
3.1.3.2.3-700	EMPLOYEE DATABASE UPDATES	PAY - 79
3.1.3.2.3-800	INFORMATIVE MESSAGES.....	PAY - 79

3.1.3.2.3 Gross Pay Computation

NPPS shall compute base and gross pay for each employee based upon hours reported and/or from adjustments to base and premium earnings. NPPS shall calculate gross pay under Title V regulations or the Fair Labor Standards Act (FLSA). Accumulations of earnings shall be updated using the results of computations of base and gross earnings for the current pay period.

INPUTS

The inputs for Gross Pay Computation are listed in Appendix F.

PROCESSES

3.1.3.2.3-100 Title V Gross Pay Computations

The capability shall be provided to compute gross pay under Title V rules for Federal Wage System employees (NASA Classification Code = 10000) and non-Federal Wage System employees with FLSA Pay Status value of E, using the algorithms specified in the following paragraphs.

3.1.3.2.3-101

The capability shall be provided to compute gross pay for Federal Wage System employees under Title V rules as follows.

Title V Gross Pay - Federal Wage System

$$A + B + C + D + E$$

Where:

- A = Base Hours x Hourly Rate x Shift Rate (Shift 2 or 3)
- B = Hazardous Duty Hours x (Hourly Rate of FWS 10/2 in the WG pay rate table for the installation being processed x Differential for Environmental Hazard)
- C = Overtime Hours x (1.5 x Hourly Rate x Shift Rate)
- D = Sunday Differential Hours x (Hourly Rate x Shift Rate x Differential for Sunday Work)
- E = Adjustments to Base and Premium Earnings

3.1.3.2.3-102

The capability shall be provided to compute Title V gross pay for non-Federal Wage System employees with FLSA Pay Status value of E working common tours as follows.

**Title V Gross Pay - Non-Federal Wage Systems FLSA Pay Status = E,
Common Tours**

A + B + C

Where:

A = Base Hours x Hourly Rate and Adjustments to Continuing Pay for Gross Earnings

B = Earnings from Night Differential, Sunday Differential, Overtime*, and Hazardous Duty Hours

C = Adjustments to Base and Premium Earnings

* For law enforcement officers (Occupation Code = 1811), the overtime rate shall be limited to the greater of the overtime rate of a 10/1 in the same pay rate structure found in the table TMAX (adjusted for locality pay) or the employee's basic rate of pay (Hourly Rate).

3.1.3.2.3-103

The capability shall be provided to compute Title V gross pay for non-Federal Wage System employees with FLSA status value of E working uncommon tours. Employees working an uncommon tour will have a value greater than zero in the Weekly Uncommon Tour Hours field.

The following computations require that overtime in excess of eight hours per day be input as Overtime Hours on the Time and Attendance data input to NPPS. Hours of work (Regular Hours reported) must reflect the actual hours on duty including the overtime hours in excess of eight hours per day reported as Overtime Hours. The overtime hours to be paid in excess of the uncommon tour overtime standard will be determined and paid as specified below.

Title V Gross Pay - Non-Federal Wage System, Uncommon Tours

A + B + C + D

Where:

A = Basic Pay and Adjustments to Continuing Pay for Gross Earnings

B = Standby Premium Pay (Overtime Paid on an Annual Basis)

C = Title V Overtime Pay

D = Adjustments to Base and Premium Earnings

Basic Pay

If $(A' + B') = \text{Weekly Uncommon Tour Hours}$
 $40 \times \text{Hourly Rate}$

Else,

If $(A' + B') < \text{Weekly Uncommon Tour Hours}$
 $((((A' + B') \times 40)) / \text{Weekly Uncommon Tour Hours}) \times \text{Hourly Rate}$

Else,

If $(A' + B') > \text{Weekly Uncommon Tour Hours}$
 $(40 \times \text{Hourly Rate})$

Where:

$A' = \text{Regular Hours}$

$B' = \text{Paid Leave Hours}$

Standby Premium Pay

Basic Pay $\times .25^*$

* Shall be limited to the amount computed using the hourly rate of a grade 10/1 in the same pay rate structure found in table TMAX (adjusted for locality pay).

Title V Overtime Pay

$(A'' \times 1/2 \text{ Hourly Rate}^*) + (B'' \times 1/2 \text{ Hourly Rate}^*)$

Where:

$A'' = (\text{Regular Hours} + \text{Paid Leave Hours}) - \text{Weekly Uncommon Tour Hours}$

$B'' = (\text{Regular Hours} + \text{Paid Leave Hours}) - \text{TLIMIT Overtime Threshold}$
 (Firefighters threshold used when Occupation Code = 0081, law enforcement when Occupation Code is not = 0081)

* For firefighters, this shall be limited to the amount computed using the hourly rate of a grade 10/1 in the same pay structure found in table TMAX (adjusted for locality pay). For law enforcement officers whose basic rate of pay exceeds that of a 10/1 in the same pay structure found in table TMAX (adjusted for locality pay), the greater of the 10/1 amount or the employee's basic rate of pay shall be used.

3.1.3.2.3-200 FLSA Gross Pay Computation

The capability shall be provided to compute gross pay under FLSA rules for non-Federal Wage System employees with FLSA Pay Status value of N (non-exempt), using the algorithms specified in the following paragraphs.

3.1.3.2.3-201

The capability shall be provided to compute FLSA gross pay for non-Federal Wage System, non-exempt (FLSA Pay Status = N) employees working common tours as follows.

FLSA Gross Pay, Common Tours

$$A + B + C + D$$

Where:

- A = Base Hours (Regular Hours + Paid Leave) x Hourly Rate and Adjustments to Continuing Pay for Gross Earnings
- B = Earnings from Night Differential, Sunday Differential, and Hazardous Duty Hours
- C = FLSA Overtime Pay
- D = Adjustments to Base and Premium Earnings

FLSA Overtime Pay

$$(\text{Hourly Rate} \times \text{Overtime Hours}) + (A' / 2 \times \text{Overtime Hours})$$

Where:

$$A' = A + B + ((\text{Overtime Hours} + \text{Holiday Worked Hours}) \times \text{Hourly Rate}) \\ \text{Base} + \text{Holiday Worked} + \text{Overtime Hours}$$

3.1.3.2.3-202

The capability shall be provided to compute FLSA gross pay for non-Federal Wage System, non-exempt (FLSA Pay Status = N) employees working uncommon tours. Employees working an uncommon tour will have a value greater than zero in the Weekly Uncommon Tour Hours field.

The following computations require that overtime in excess of eight hours per day be input as Overtime Hours on the Time and Attendance data input to NPPS. Hours of work (Regular Hours reported) must reflect the actual hours on duty including the overtime hours in excess of eight hours per day reported as Overtime Hours. The overtime hours to be paid in excess of the uncommon tour overtime standard will be determined and paid as specified below.

FLSA Gross Pay, Uncommon Tours

$A + B + C + D$

Where:

A = Basic Pay + Adjustments to Continuing Pay for Gross Earnings

B = Standby Premium Pay (Overtime Paid on an Annual Basis)

C = FLSA Overtime Pay

D = Adjustments to Base and Premium Earnings

Basic Pay

If $(A' + B') = \text{Weekly Uncommon Tour Hours}$
 $40 \times \text{Hourly Rate}$

Else,

If $(A' + B') < \text{Weekly Uncommon Tour Hours}$
 $((A' + B') \times 40) / \text{Weekly Uncommon Tour Hours} \times \text{Hourly Rate}$

Else,

If $\text{Regular Hours} > \text{Weekly Uncommon Tour Hours}$
 $(40 \times \text{Hourly Rate})$

Where:

A' = Regular Hours

B' = Paid Leave Hours

Standby Premium Pay

Basic Pay $\times .25^*$

* Shall be limited to the amount computed using the hourly rate of a grade 10/1 in the same pay rate structure found in table TMAX (adjusted for locality pay).

FLSA Overtime Pay

$$(A'' \times D) + (B'' \times D/2)$$

Where:

$$A'' = (\text{Regular Hours} + \text{Paid Leave Hours}) - \text{Weekly Uncommon Tour Hours}$$

$$B'' = (\text{Regular Hours} + \text{Paid Leave Hours} - \text{Overtime Hours}) - \text{TLIMIT Overtime Threshold (Firefighters threshold used when Occupation Code} = 0081, \text{ law enforcement when Occupation Code is not} = 0081)$$

$$D = (\text{Basic Pay} + \text{Standby Premium Pay}) / \text{Weekly Uncommon Tour Hours}$$

3.1.3.2.3-203

The capability shall be provided to convert the daily rate of employees with Pay Basis = PD to an hourly rate for gross pay computation as follows.

$$A / 8 = \text{Hourly Rate (not rounded to third decimal)}$$

Where:

$$A = \text{Daily Salary Rate}$$

3.1.3.2.3-300 Appointment and Statutory Limits

The following paragraphs specify the requirements for Appointment and Statutory Limits.

3.1.3.2.3-301

The capability shall be provided to add the current pay period gross pay amount to the Appointment: Dollars Cum and compare the results to the dollar limit for employees with a dollar limit. If the dollar balance is greater than the dollar limit, an informative message indicating the condition shall be provided.

The capability shall be provided to compute gross earnings for an employee receiving severance payments (separation NOAC = 312, 330, or 356 and having an unpaid dollar limit) up to the dollar limit set for the total severance to be paid. Normal base earnings (including availability pay) plus adjustments shall be computed for the Severance: Biweekly Amount.

3.1.3.2.3-302

The capability shall be provided to add the biweekly base hours to the accumulation of hours used toward the limit and subtract the accumulation from the limit if the employee is subject to an hour limit. If the results are not positive, an informative message indicating the condition shall be produced.

3.1.3.2.3-303

The capability shall be provided to convert the biweekly hours reported total to days (total hours divided by 8) for employees whose Pay Basis = PD and to add the biweekly days' results to the accumulation of days used toward the limit and produce an informative message indicating the condition if the employee is subject to a day limit and the limit is reached or exceeded during the current pay period.

3.1.3.2.3-304

The capability shall be provided to determine whether the appointment limit date of an employee with a date limit is within the current pay period. If the appointment limit date is within the current pay period, an informative message indicating the condition shall be provided.

3.1.3.2.3-305

The capability shall be provided to compute gross pay for a statutory limit comparison for a non-Federal Wage System employee paid under Title V regulations (Pay Plan = GS/GM and FLSA Pay Status = E) by multiplying compensatory time earned, but not used, in the current pay period by the overtime rate*, adding the results to the computed biweekly gross pay, and subtracting retention allowance earnings. If an employee's Annuitant Indicator is 1, 4, 5, A, C, or E and Pay Plan is not ES, the computed salary offset shall be added to the amount computed for comparison to the statutory limit.

If the employee's calculated gross pay for statutory limit exceeds the statutory limit (in the same pay rate structure found in Table TMAX, adjusted for locality pay), earnings computed for the gross pay for statutory limit comparison shall be reduced in the following order until the gross pay for statutory limit is equal to the statutory limit (in the same pay rate structure found in Table TMAX, adjusted for locality pay). The remaining premium earnings elements shall be paid as current pay period earnings and posted to the accumulations thereof.

Order of Premium Earnings Reduction for Statutory Cutback

Valuation of Compensatory Time Earned, Not Used

Overtime

Night Differential

Holiday Worked

Sunday Differential

AUO/Availability Pay

Staffing Differential

* For law enforcement officers whose basic rate of pay exceeds that of a 10/1 in the same pay structure found in table TMAX (adjusted for locality

pay), the greater of 1.5 times the 10/1 basic rate or the employee's basic rate of pay shall be used.

3.1.3.2.3-306

The capability shall be provided to record the amount of the reduction in compensatory time earnings (in quarter-hour increments) and/or actual gross pay as the current pay period statutory cutback amount and shall produce an informative message containing the results of the statutory limit processing.

3.1.3.2.3-307

The capability shall be provided to pay gross earnings only up to the specified limits for Statutory Limits and the following Appointment Limits.

- Hours
- Days (where paid daily)*
- Dollars

* For employees with Pay Basis = PD, if the aggregate gross earnings exceed the statutory limit (in the same pay rate structure found in table TMAX, adjusted for locality pay), the gross earnings shall be reduced to the statutory limit value.

3.1.3.2.3-400 Head of the Agency Pay

The following paragraphs specify the requirements for Head of the Agency Pay.

3.1.3.2.3-401

The capability to convert the Administrator's annual salary to a biweekly gross shall be provided as follows.

Administrator's Biweekly Gross

$$(A / 26 + .005) + B$$

Where:

A = Salary

B = Adjustments to Base

3.1.3.2.3-500 Locality Pay Adjustment for Statutory Limits

The capability shall be provided to adjust the statutory limits for biweekly base plus premium pay and for the hourly overtime rate for locality adjustments as follows.

Biweekly Stat Cut

If Empl Lclty Pay Adj Rate = 0 and Empl Lclty Adj Ind is blank, (employees working outside Locality Pay areas, i.e., outside the U.S.) Biweekly Stat Limit is the TMAX value for the pay table of record.

If Empl Lclty Pay Adj Rate = 0 and Empl Lclty Adj Ind is not blank, Biweekly Stat Limit is the greater of

Grade 15, Step 10 annual amount from the pay table of record / 2087 * 80.

Grade 15, Step 10 annual amount from the GS1 pay table x 1%, where % = higher of the two locality rates found in TLOA, / 2087 * 80.

If Empl Lclty Pay Adj Rate is > 0, and Pay Rate Determinant = M, and Grade 15, Step 10, is found in the pay table of record,

Biweekly Stat Limit = 15/10 rate from the pay table of record x 1%, where % = higher of the two locality rates found in TLOA, / 2087 x 80.

Else,

If Grade 15, Step 10, is not found in the pay table of record,

Biweekly Stat Limit = 15/10 rate from the GS1 table x 1%, where % = higher of the two locality rates found in TLOA, / 2087 x 80.

If Empl Lclty Pay Adj Rate is > 0, and Pay Rate Determinant is not = M,

Biweekly Stat Limit = 15/10 rate from the GS1 table x 1%, where % = higher of the two locality rates found in TLOA, / 2087 x 80.

Max OT Rate**If Employees Basic Pay (from Special Pay table) equal to GS 10 Step 1 and Above**

If Empl Lclty Adj Ind is blank

Max OT Rate is the Grade 10, Step 1 annual amount from the pay table of record / 2087 * 1.5. If 10/1 is not found in the pay table of record, the GS1 pay table will be used.

If Empl Lclty Adj Ind is not blank

Max OT Rate is the Grade 10, Step 1 annual amount from the pay table of record * 1%, where % = higher of the two locality rates found in TLOA, / 2087 * 1.5. If 10/1 is not found in the pay table of record, the GS1 pay table will be used.

If Employees Basic Pay (from Special Pay table) is less than GS 10 Step 1

Max OT Rate is the Adjusted Basic Pay / 2087 * 1.5.

Occupational Code eq 1811 (Law Enforcement Officers)

Biweekly Stat Cut

If Empl Lclty Adj Ind is blank (employees working outside locality pay areas i.e. outside the U.S.)

Biweekly Stat Limit is the Grade 15 Step 1 annual amount from the pay table of record / 2087 x 80 x 1.5. If 15/1 is not found in the pay table of record, the GS1 pay table will be used.

If Empl Lclty Adj Ind is not blank, Biweekly Stat Limit is the lesser of

- Grade 15 Step 1 annual amount from the pay table of record x 1.%, where % = higher of the two locality rates found in TLOA / 2087 x 80 x 1.5. If 15/1 is not found in the pay table of record, the GS1 pay table will be used.
- Level V Rate of the Executive Schedule pay table (REX2) annual amount / 2087 x 80 (do not include IGA/Local pay %)

Max OT Rate for Employees with Basic Pay Equal to GS 10 Step 1 and Above

If Empl Lclty Adj Ind is blank, Hourly Max OT Rate is the greater of

- Grade 10 Step 1 annual amount from the pay table of record / 2087 x 1.5. If 10/1 is not found in the pay table of record, the GS1 pay table will be used
- Adjusted Basic Pay / 2087

If Empl Lclty Ind is not blank, Max OT Rate is the greater of

- Grade 10 Step 1 annual amount from the pay table of record x 1.%, where % = higher of the two locality rates found in TLOA, / 2087 x 1.5.
- Grade 10 Step 1 annual amount from the GS1 pay table x 1.%, where % = higher of the two locality rates found in TLOA, / 2087 x 1.5.
- Adjusted Basic Pay / 2087

Max OT Rate for Employees whose Basic Pay is Less Than GS 10 Step 1

- Adjusted Basic Pay / 2087 x 1.5

3.1.3.2.3-600 Prior Pay Period Gross Pay Adjustments

The capability shall be provided to compute and apply to current gross earnings gross pay adjustments when a prior period time card change is received from the Time, Attendance, and Labor Collection (TALC) system. The pay adjustment shall be computed using historical rates when the correction transaction contains a net difference in base hours (regular hours and paid leave) and unpaid leave or a change in the following premium hours.

- Overtime
- Hazardous
- Holiday Worked
- Night Differential
- Sunday Differential

In addition, if the correction transaction contains a shift code other than 1, and a net difference in base hours for a wage board employee, a shift differential adjustment shall be computed and applied to the current gross earnings using the current shift differential percentage.

OUTPUTS

The following outputs result from the Gross Pay Computation process.

3.1.3.2.3-700

Employee database updates resulting from gross pay computations.

3.1.3.2.3-800

Informative messages resulting from processing limited employees.

NET PAY

3.1.3.2.4 Net Pay

NPPS shall provide the capability to compute the employee net pay by applying the specific deductions from employee gross earnings. Accumulations of deductions shall be incremented when net pay is computed. Employee deductions shall be applied in the following order.

- CSRS or FERS
- FICA or HIT
- TSP Contributions
- Federal Income Tax Withholding
- FEHB
- FEGLI Basic
- State Income Tax Withholding
- City/County Income Tax Withholding
- Indebtedness to the Government
- Child Support
- Commercial Garnishment
- Bankruptcy Payments
- FEGLI Optional
- Savings Allotments
- TSP Loan Payments
- Military Service Deposits
- Union Dues
- Bonds
- Combined Federal Campaign
- NEBA
- Miscellaneous

- Advance Pay

Collection adjustments to net earnings shall be applied in the same order as the regular biweekly deduction, but only after all refunds have been applied to new earnings.

INPUTS

The inputs for Net Pay are listed in Appendix F.

PROCESSES

3.1.3.2.4-100

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1****), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly CSRS deduction for employees with a Retirement Plan of 1, 6, C, E, R, or T and Annuitant Indicator of 2, 3, or 9 by multiplying the biweekly base earnings by the statutory CSRS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly CSRS government contribution by multiplying the biweekly base earnings by the CSRS statutory contribution rate. When the Base Earnings: YTD plus Empl Local Pay YTD Amt plus Empl Local Pay Trnsfr In YTD Amt plus Empl Admn Uctrd OT YTD Amt plus Availability Pay: YTD plus Base Earnings: Transferred In of an employee contributing to the CSRS offset plan (Retirement Plan of C or E) equals the FICA earnings limit in table TRETIR, the system shall change the rate for CSRS from the reduced rate (RT-RATE in table TRETIR) to the full withholding rate (CSRS Employee Rate in table TRETIR for Retirement Code '1'). The reduced rate shall apply to all earnings up to the Wage Limit and all earnings above the wage limit shall be subject to the full withholding rate.

3.1.3.2.4-101

The capability shall be provided to compute the biweekly OASDI deduction for employees with a Retirement Plan of 2, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory OASDI rate. The capability shall be provided to compute the biweekly OASDI government contribution by multiplying the biweekly gross earnings by the OASDI statutory contribution rate. OASDI deductions shall be withheld and government contributions computed only to the extent that OASDI: Earnings YTD plus OASDI: Earnings YTD Trans In is less than the maximum statutory OASDI earnings limit in table TRETIR in Appendix J.

3.1.3.2.4-102

The definition of base earnings for this process includes locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For

Federal Wage System employees (NASA Classification Code = 1****), Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) shall be included in the definition of base earnings.

The capability shall be provided to compute the biweekly FERS deduction for employees with a Retirement Plan of K, M, or N by multiplying the biweekly base earnings by the statutory FERS rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly FERS government contribution by multiplying the biweekly base earnings by the FERS statutory contribution rate in table TRETIR in Appendix J.

3.1.3.2.4-103

The system shall compute the employee deduction and the agency amount for retirement for a FERS reemployed annuitants (retirement plan codes K, M and N) whose salary is reduced by the amount of their annuity. The algorithm is

$$A \times B \times C$$

Where A = Hourly Rate (or regulatory capped rate ref. 3.1.3.2.3-307), including annuity, and including hazard differential (ref. 3.1.3.2.3-100) for wage grade employees.

B = Biweekly Base Hours

C = FERS Rate
(use prevailing employee and government statutory rate).

Annuitant Indicators for FERS employees whose salary is reduced by their annuity are: A, C and E.

3.1.3.2.4-104

The capability shall be provided to compute the biweekly HIT deduction for employees with a Retirement Plan of 1, 2, 4, 6, C, E, K, M, R, T, or N by multiplying the biweekly gross earnings by the statutory HIT rate in table TRETIR in Appendix J. The capability shall be provided to compute the biweekly HIT government contribution by multiplying the biweekly gross earnings by the HIT statutory contribution rate.

3.1.3.2.4-200

The definition of base earnings for this process includes earnings from locality adjustment pay, standby premium pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to compute the biweekly TSP employee deduction for participating employees (TSP: Employee Status Code = Y), not to exceed the limit (Year Max Ded) specified in table TRETIR in Appendix J, as follows.

TSP Employee Deduction

(For reemployed annuitants) TSP computations are based on the Scheduled Adjusted Basic Pay or Salary Cap if lower.

A x (B or C) for employees who elect TSP rate or D for employees who elect a whole dollar amount

Where:

- A = Elected employee rate
- B = Computed biweekly base earnings (Adj Basic Pay / 2087 x biweekly)
- C = If a Reemployed Annuitant (Annuitant Indicator 1, 4, 5, A, C, or E), Sch Adj Basic Pay or Salary Cap if lower in Pay Master will be used (Sch Adj Basic Pay or Salary Cap if lower / 2087 x biweekly base hours)
- D = TSP: Elected Amount of Deduction

3.1.3.2.4-201

The definition of base earnings for this process includes earnings from locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to deduct the requested TSP employee deduction up to the following limits.

- For FERS employees, up to 10 percent of the employee's biweekly salary (Adjusted Basic Pay + AUO + Availability Pay, except for Reemployed Annuitants (Annuitant Indicator A, C, or E) then Scheduled Adjusted Basic Pay or Salary Cap if lower in Pay Master File is used). For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly salary shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W).
- For non-FERS employees (CSRS, FICA, and no retirement plan), up to 5 percent of the employee's biweekly salary (Adjusted Basic Pay + AUO + Availability Pay, except for Reemployed Annuitants (Annuitant Indicator 1, 4, or 5) then Scheduled Adjusted Basic Pay or Salary Cap if lower in Pay Master File is used). For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly salary shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W).

- For all participating employees, total annual deductions shall not be allowed to exceed the indexed IRS limit.

3.1.3.2.4-202

The definition of base earnings for this process includes earnings from locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200.

The capability shall be provided to compute the government basic contribution to the employee's plan for eligible FERS employees (Retirement Plan of K, M, or N and TSP: Employee Status Code is not I) at one percent of the employee's biweekly salary. For Reemployed Annuitants (Annuitant Indicator 1, 4, 5, A, C, or E) Scheduled Adjusted Basic Pay or Salary Cap if lower in Pay Master is used. For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly salary shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W).

3.1.3.2.4-203

The definition of base earnings for this process includes earnings from locality adjustment pay, AUO pay, and availability pay, but it does not include additions to earnings from adjustments to continuing pay as defined in Paragraph 3.1.3.1.2.1-200. For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly base earnings shall include Hazardous Earnings: B/W (including Hazardous Earnings: Adj B/W) and C, as computed below, shall be computed using the hazardous differential.

The capability shall be provided to compute the government matching contribution to the eligible FERS employee's (Retirement Plan of K, M, or N and TSP: Employee Status Code is not I) plan as follows.

Government Matching Contribution

$A (B \text{ or } C) + D (B \text{ or } C) \times .5$

Where:

- A = Employee deduction percent, not to exceed 3%
- B = Computed biweekly base earnings if salary is not capped
- C = Scheduled salary / 2087 x biweekly base hours, if salary is capped
- D = Employee deduction percent - 3%, not to exceed 2% nor less than zero

When the employee TSP deduction is reduced to accommodate the indexed IRS limit, the government matching contribution shall be computed using a

recomputed employee TSP percent. The recomputed employee TSP percent shall be computed as follows.

Recomputed Employee TSP Percent

Reduced Employee Deduction / (B or C), as defined above

3.1.3.2.4-204

The capability shall be provided to compute the G, F, and C Fund distribution of employee deductions, one percent government basic contribution and government matching contribution of TSP, as follows.

Employee TSP Deduction and Contribution Distributions

$A \times B$

Where:

A = Biweekly deduction and/or government contribution

B = Elected rate of distribution for the individual fund

3.1.3.2.4-300

The capability shall be provided to compute the biweekly federal tax withholding deduction as follows.

Biweekly Federal Tax Withholding

$\{(A - B + C + D) - (E \times F) - G\} \times H + I + J$

Where:

A = Gross Earnings

B = TSP: CY Ded B/W

C = Adjustments to Gross Earnings

D = Foreign Diff: B/W

E = Federal Tax: Exemptions

F = Federal Exemption Amount*

G = Tax Table Earnings Floor*

H = Tax Table Rate*

I = Tax Table Floor Withholding*

J = Federal Tax: Additional

* Federal Exemption Amount, Tax Table Earnings Floor, Tax Table Rate, and Tax Table Floor W/H values shall be determined from current federal tax publications.

3.1.3.2.4-400

The capability shall be provided to obtain the current FEHB plan employee and employer amounts from the table FEHB in Appendix J as the biweekly employee deductions and contributions for full-time employees and career part-time employees (Work Schedule Code of P, S, or T and Tenure Code of 0, 1, or 2) whose FEHB: Contribution Flag is equal to G. Career part-time employees (Work Schedule Code of P, S, or T, Tenure Code of 0, 1, or 2, and Base Hours less than 80 and FEHB: Contribution Flag not equal to G) pay a prorated share of the total FEHB plan cost, based on their scheduled tour of duty, and consequently pay a greater employee share than full-time employee. The prorated share computation is as follows.

Part-Time Employee FEHB Deduction

$$A + (B \times C)$$

Where:

A = FEHB Plan Employee Amount

B = $1 - \text{Scheduled Base Hours} / 80$

C = FEHB Plan Employer Amount in table TFEHB in Appendix J

3.1.3.2.4-401

The capability shall be provided to compute the current government contribution for career part-time employees whose FEHB: Contribution Flag is not equal to G as follows.

Part-Time Employee FEHB Government Contribution

$$A \times B$$

Where:

A = $\text{Scheduled Base Hours} / 80$

B = FEHB plan employer amount in table TFEHB

3.1.3.2.4-402

The capability shall be provided to compute a partial FEHB deduction and government contribution for employees transferring into or out of the center (NOACs 130, 132, 721A, 721T, 352) or separating for other reasons (NOACs 300, 301, 302, 303, 304, 350, 353) in the current pay period based on the four day rule, stated as follows.

Four Day Rule, Full-Time Employees

Number of Hours Reported (Regular + Paid Leave) For The First or Last Pay Period	Withholding Rate To Be Used By The Losing and Gaining Office
Less than 32	0%
32 - 48	50%
More than 48	100%

Four Day Rule, Part-Time Employees

Number of Hours Reported (Regular + Paid Leave) For The First or Last Pay Period	Withholding Rate To Be Used By The Losing and Gaining Office
Less than 40% of Scheduled Part-Time Hours	0%
40% - 60% of Scheduled Part-Time Hours	50%
Greater than 60% of Scheduled Part-Time Hours	100%

3.1.3.2.4-403

The capability shall be provided to compute the biweekly value of the employee FEHB premium as the sum of the FEHB plan employee and employer amounts from the table FEHB in Appendix J for employees identified as payers of full premiums (FEHB: Contribution Flag = Y).

3.1.3.2.4-404

The capability shall be provided to compute the value of the FEHB plan employer amount for enrolled, active (Duty Status not equal to Z) employees when no FEHB deduction has been made in the current pay period (FEHB: B/W = 0) as follows.

Full Time Employees (Work Schedule = F) and Career Part-Time Employees (Work Schedule = P, S, or T and Tenure Code of 0, 1, or 2) whose FEHB: Contribution Flag is equal to G.

Employer Amount from the FEHB table in Appendix J

Part Time Employees (Work Schedule = P, S, or T) whose FEHB: Contribution Flag is not equal to G.

Employer Amount from the FEHB table in Appendix J x $\frac{\text{Part-Time Hours}}{80}$

3.1.3.2.4-500

The capability shall be provided to compute the biweekly employee basic FEGLI deduction, limited by the minimum and maximum deduction in table TLIFE in Appendix J for full-time non-Federal Wage Grade (NASA Classification Code not equal 10000) employees as follows.

Basic FEGLI Employee Deduction, Full-Time

$$(A / 1000) \times B$$

Where:

A = \$8,000, for employees whose Empl Adjstd Basic Pay Amt + Empl AUO Anl Amt + Availability Pay: Annual Amt is less than or equal to \$8000; the sum of the three pay amounts + \$2999.99 for all other employees, rounded down to whole thousands.

B = Basic FEGLI rate per thousand in table TLIFE

For full-time re-employed annuitants (Annuitant Indicator = 1, 4, 5, A, C, or E), basic FEGLI shall be computed substituting Empl Sch Adjstd Basic Pay Amt for the Empl Adjstd Basic Pay Amt used in A, above.

3.1.3.2.4-501

The capability shall be provided to compute the biweekly employee basic FEGLI deduction, limited by the minimum and maximum deduction in table TLIFE for career part-time employees as follows.

Basic FEGLI Employee Deduction, Part-Time

$$(A / 1000) \times B$$

Where:

A = \$8,000, for employees whose computed annual salary (Empl Adjstd Basic Pay Amt + Empl AUO Anl Amt x Scheduled Biweekly Tour / 80) is less than or equal to \$8,000; computed annual salary + \$2,999.99 for all other employees, rounded down to whole thousands.

B = Basic FEGLI rate per thousand in table TLIFE

For part-time re-employed annuitants (Annuitant Indicator = 1, 4, 5, A, C, or E), basic FEGLI shall be computed substituting Empl Sch Adjstd Basic Pay Amt for the Empl Adjstd Basic Pay Amt used in A, above.

3.1.3.2.4-502

The capability shall be provided to compute the biweekly FEGLI government contribution as follows.

FEGLI Government Contribution

A / 2

Where:

A = FEGLI: Basic B/W

3.1.3.2.4-503

The capability shall be provided to compute a partial FEGLI deduction and government contribution for employees transferring into or out of the installation in the current pay period, based on the four-day rule as specified in Paragraph 3.1.3.2.4-402.

3.1.3.2.4-504

The capability shall be provided to use the shift rate of the last shift worked in the pay period to compute the annual salary used in the computation of the basic FEGLI deduction for Federal Wage System employees (NASA Classification Code = 1****) as follows.

Basic FEGLI Deduction, Federal Wage System

$(A / 1000) \times B$

Where:

A = \$8,000 for employees whose computed annual salary (Salary: Hourly x 2087 x shift rate of last shift worked) is less than or equal to \$8,000; computed annual salary + \$2999.99 for all other employees, rounded down to whole thousands. For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the annualized pay amount shall include the hazardous differential.

B = Basic FEGLI rate per thousand in table TLIFE.

For Federal Wage System re-employed annuitants (Annuitant Indicator = 1, 4, 5, A, C, E), basic FEGLI shall be computed substituting Salary: Scheduled for the Salary: Hourly used in the computation of computed annual salary in A, above.

3.1.3.2.4-600

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay less the employee's TSP deduction for the following US states and the District of Columbia in accordance with the applicable state laws and regulations.

- Alabama
- Arizona
- California
- Colorado
- Connecticut
- Louisiana
- Maryland
- Mississippi
- New Mexico
- New York
- North Carolina
- Ohio
- Utah
- Virginia
- West Virginia

The capability shall be provided to compute biweekly state tax withholding deductions based upon the biweekly gross pay not reduced by the employee's TSP deduction for Pennsylvania in accordance with the applicable state laws and regulations.

3.1.3.2.4-601

The capability shall be provided to compute biweekly city tax withholding deductions based upon the biweekly gross pay less the employee's TSP deduction for New York City in accordance with the applicable local tax entity laws and regulations.

3.1.3.2.4-700

The capability shall be provided to compute biweekly city tax withholding deductions based upon the biweekly gross pay not reduced by the employee's TSP deduction for Cleveland and Fairview Park in accordance with the local tax entity laws and regulations.

3.1.3.2.4-800

The capability shall be provided to deduct biweekly a maximum of five deductions for indebtedness to the US Government until the total required indebtedness payments are completed.

3.1.3.2.4-900

The capability shall be provided to deduct biweekly a maximum of three deductions for child support until the Child Support: Ded Date Limit is reached in the current pay period or the required child support payments are completed.

3.1.3.2.4-1000

The capability shall be provided to deduct biweekly a maximum of nine deductions for court ordered commercial garnishments until the total required for each commercial garnishment account is completed. No deduction shall be taken for each account with a requested withholding amount that exceeds the available earnings.

3.1.3.2.4-1001

An informative message shall be generated if the total commercial garnishment deduction exceeds 25 percent of the employee's disposable earnings (gross pay after adjustments minus CSRS or FERS, OASDI, HIT, TSP, federal tax, FEHB, FEGLI basic, state and local tax, indebtedness to the government, child support, and bankruptcy).

3.1.3.2.4-1100

The capability shall be provided to deduct biweekly deductions for bankruptcy until the total required bankruptcy payments are completed.

3.1.3.2.4-1200

The capability shall be provided to compute the employee deduction values of FEGLI Option A - Standard and FEGLI Option C - Family by using the employee's current FEGLI age and the Option A and C table age values as follows.

FEGLI Option A - Standard

B for A

Where:

- A = Option A election in table TLIFE in Appendix J based on FEGLI: Code
- B = Option A rate in table TLIFE based on FEGLI Age

FEGLI Option C - Family

B for A

Where:

A = Option C election in table TLIFE in Appendix J based on FEGLI:
Code

B = Option C rate in table TLIFE based on FEGLI age

3.1.3.2.4-1201

The capability shall be provided to compute the full-time employee deduction for FEGLI Option B - Additional as follows.

FEGLI Option B - Additional, Full-Time

A x B x C

Where:

A = (Empl Adjstd Basic Pay Amt + Empl AUO Anl Amt + Availability
Pay: Annual Amt + 999.99) / 1000, rounded down to next 1000

B = Option B rate per thousand as derived from the Age table
(Standard FEGLI table)

C = Option B multiplier (1, 2, 3, 4, or 5)

For full-time re-employed annuitants (Annuitant Indicator = 1, 4, 5, A, C, or E), basic FEGLI shall be computed substituting Empl Sch Adjstd Basic Pay Amt for the Empl Adjstd Basic Pay Amt used in A, above.

3.1.3.2.4-1202

The capability shall be provided to compute the career part-time employee deduction for FEGLI Option B - Additional the same as for the full-time employee, except the part-time annual salary shall be computed as for the FEGLI basic deduction.

3.1.3.2.4-1203

The capability shall be provided to use the shift rate of the last shift worked in the pay period to compute the annual salary used in the computation of the optional FEGLI deduction for Federal Wage System employees. For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the annualized pay amount shall include the hazardous differential.

3.1.3.2.4-1204

The capability shall be provided to compute a partial optional FEGLI deduction for employees transferring into or out of the center in the current pay period, based on the four day rule as specified in Paragraph 3.1.3.2.4-402.

3.1.3.2.4-1300

The capability shall be provided to compute military service deposit and interest when it becomes due. Prior to the biweekly computation of the military service deposit deduction, the capability shall be provided to determine whether the interest accrual is due as follows. The interest shall be accrued and added to the CSRS: Mil Dep Balance or FERS: Mil Dep Balance (depending on the Retirement Plan) when the current date is greater than the employee's Military Deposit: Interest Accrual Date (SCD: Leave + 3 years). Interest shall be accrued annually thereafter when the date (month and day) of the Military Deposit: Interest Accrual Date falls within the current pay period beginning and ending dates, based on the Military Deposit Balance. The military deposit balance is computed as follows.

Military Deposit Balance

$$A + B - C - D$$

Where:

- A = CSRS/FERS: Mil Dep Total Required
- B = CSRS/FERS: Mil Dep Int Cum
- C = CSRS/FERS: Mil Dep Cum
- D = CSRS/FERS: Mil Dep Trnsfr In

3.1.3.2.4-1301

The capability shall be provided to compute accrued interest as follows.

Military Deposit Accrued Interest

$$(((30 \times A) - B + (G - 30) / 360) \times C) + (D \times E) \times F$$

Where:

- A = Total number of complete months remaining in the year including the month that contains the last day of the interest-free grace period (interest accrual date)
- B = Number of the last day of the interest-free period in the month
- C = Prior year interest rate
- D = $1 - ((30 \times A) - B + (G - 30) / 360)$
- E = Current year interest rate
- F = CSRS/FERS: Mil Dep Balance
- G = Maximum days of the month which contain the last day of the interest-free grace period

Biweekly deductions for military deposit shall be deducted until the total military deposit balance is satisfied.

3.1.3.2.4-1400

The capability shall be provided to deduct CSRS deductions for Civilian Service Credit from the earnings of re-employed annuitants (Retirement Plan of 1, 6, C, E, R, or T and Annuitant Indicator of 1, 4, or 5). The deductions shall be based on the computation of biweekly earnings using the employee's full scheduled salary as follows. For Federal Wage System employees (NASA Classification Code = 1****) who have received hazardous pay in the current pay period (Hazardous Earnings: B/W greater than zero), the computed biweekly earnings shall include the hazardous differential.

Civilian Service Credit

$(\text{Empl Sch Adjstd Basic Pay Amt} / 2087) \times \text{Biweekly Base Hours} \times \text{CSRS Rate}$

A government CSRS contribution shall not be computed for re-employed annuitants.

3.1.3.2.4-1500

The capability shall be provided to deduct each voluntary savings allotment deduction amount from net earnings if the sum of the deductions is less than net earnings.

3.1.3.2.4-1600

The capability shall be provided to deduct the TSP loan repayment amount when the deduction amount is equal to or less than the net earnings available.

3.1.3.2.4-1700

The capability shall be provided to compute the union dues deduction as follows.

Union Dues Deduction

$(A \times B + C) \text{ or } D$

Where:

- A = Biweekly Base Earnings (includes earnings from Locality pay, AUO, and availability pay) + Base Earnings: Adjustment + Empl Admn Uctrd OT BW Adj Amt + Availability Pay: Adj + Foreign Diff: B/W
- B = Union Rate in table TUNION in Appendix J
- C = Union Addend in table TUNION
- D = Union Dues: Required

3.1.3.2.4-1800

The capability shall be provided to apply deductions for a maximum of 10 bonds. For each bond, the deduction shall be applied when the amount of the deduction is equal to or less than the net earnings available.

3.1.3.2.4-1801

The capability shall be provided to compute the Bond: Current Balance for each bond by adding the deduction amount to the Bond: Current Balance. If the balance is greater than or equal to the purchase price in table TBOND in Appendix J, the purchase indicator shall be set to 1, indicating the requirement to issue a bond in the current pay period.

3.1.3.2.4-1802

For bonds denominated \$75 or greater, the capability shall be provided to set the Bond: Date in the first pay period the Bond: Current Balance becomes greater than or equal to half the purchase price of the bond. The Bond: Date shall be set to the month and year of the pay period ending date in Table 3.1.1.4.2-3.

3.1.3.2.4-1900

The capability shall be provided to apply the CFC deduction when the amount of the deduction is equal to or less than the net earnings available.

3.1.3.2.4-2000

The capability shall be provided to compute basic coverage and deductions and optional NEBA life insurance deductions and NEBA travel accident insurance deductions as follows.

NEBA Biweekly Basic Deduction

$A \times (4 / 26)$

Where:

A = NEBA quarterly basic deduction in table TNEBA in Appendix J based on employee's NEBA: Age and Salary Adjusted Basic Pay (including Standby premium pay and availability pay)

NEBA Biweekly Spousal Deduction

$A \times (4 / 26)$

Where:

A = NEBA quarterly spousal deduction in table TNEBA based on employee's Adjusted Basic Pay (including Standby premium pay and availability pay)

NEBA Optional Deduction

$$(((A \times 25,000) \times C / 1000) \times B) / 26$$

Where:

A = NEBA optional units selected (1-10)

B = NEBA rate per thousand of optional insurance in table TNEBA*

C = NEBA face percent in table TNEBA*

* Based on employee's NEBA: Smoker Indicator and NEBA: Age

NEBA Travel Accident Insurance Deduction

NEBA biweekly premium amount in table TNEBATRV in Appendix J

NEBA Basic Coverage

NEBA: Basic Coverage shall be set to the Basic Life Insurance Face Amount from the TNEBA table when the employee Age is less than 55. When the value of Empl Adjstd Basic Pay Amt is greater than \$45,000 and the employee Age is 55 or greater, the NEBA: Basic Coverage shall be set to \$85,000.

3.1.3.2.4-2001

The capability shall be provided to deduct the total NEBA deduction when the amount of the deduction is equal to or less than the net earnings available.

3.1.3.2.4-2100

The capability shall be provided to deduct the miscellaneous deduction when the amount of the deduction is less than the net earnings available.

3.1.3.2.4-2200

The capability shall be provided to deduct the advance pay deduction when the amount of the deduction is less than the net earnings available.

3.1.3.2.4-2300

The capability shall be provided to apply the following plus or minus adjustments to net earnings as specified by the user.

- Advance Pay
- CSRS
- FERS
- FICA
- HIT
- Federal Tax

- FEHB
- FEGLI Basic
- State Tax
- City Tax
- County Tax
- FEGLI Option A
- FEGLI Option B
- FEGLI Option C
- TSP
- TSP Loan Allotment (1 & 2)
- Union Dues
- Bond Refund Adjustment
- CFC
- Bill of Collection
- EIC

3.1.3.2.4-2301

The capability shall be provided to apply the plus adjustments (refunds) prior to the minus adjustments (collections). The order of application of the minus adjustment shall be the same order as the deductions as specified in Paragraph 3.1.3.2.4.

3.1.3.2.4-2302

The capability shall be provided to apply the adjustment amount to the corresponding primary deduction accumulation data field. The current pay period adjustment field values shall be maintained separately from the current pay period amounts computed from current time and attendance hours.

3.1.3.2.4-2400

The capability shall be provided to compute an EIC payment to be added to net pay for employees whose EIC: Marital Code is 1 or 2. The TEIC table in Appendix J shall be used as follows.

EIC Payment

A - B

Where:

A = TEIC Amount

B = Computed Gross Minimum for EIC

Computed Gross Minimum for EIC

(A' - B') C'

Where:

A' = Gross Earning

B' = EIC Earning Base (TEIC table)

C' = EIC Rate (TEIC table)

OUTPUT

The following outputs result from the Net Pay processes.

3.1.3.2.4-2500

Employee database updates resulting from the computation of net pay.

**NON-PERSONNEL ACTION
CASH AWARDS**

Table of Contents

Section	Page
3.1.4 NON-PERSONNEL ACTION CASH AWARDS	AWD - 1
3.1.4.1 DATA ENTRY	AWD - 1
3.1.4.2 COMPUTATION OF WITHHOLDINGS.....	AWD - 1
3.1.4.3 ACCUMULATIONS ADJUSTMENTS.....	AWD - 4
3.1.4.4 HISTORY.....	AWD - 5
3.1.4.5 PAY YEAR-END REPORTING.....	AWD - 6

3.1.4 Non-personnel Action Cash Awards

The capability shall be provided to process cash awards for payment in the current pay period that are not processed through the personnel actions process (refer to Paragraph 3.1.1.2.2-222) but, instead, are processed through a payroll cash awards process, as specified in the following paragraphs.

3.1.4.1 Data Entry

The following paragraphs specify the requirements for entering non-personnel action cash awards.

INPUTS

The inputs for the non-personnel action cash awards actions are listed in Appendix F.

PROCESSES

3.1.4.1-100

The capability shall be provided to enter and adjust non-personnel action cash award payment transactions for NASA employees and non-NASA government and non-government employees for payment in the current pay period via the net pay check tape. Once entered, the transaction information shall be retained as a historical record. The capability to create adjustment entries to original award entries shall be provided.

3.1.4.1-101

The capability shall be provided to cancel any non-personnel action cash award. If the Award Payment Date does not fall within the current year, adjustments to earnings and deductions accumulations shall not be applied.

3.1.4.1-200

Non-personnel action cash award transactions shall be edited as specified in Appendix F, and transactions failing the edits shall be rejected as specified in Appendix F.

OUTPUT

The following outputs shall result from the Data Entry process.

3.1.4.1-300

Error and information messages.

3.1.4.1-400

Cash award record updates consisting of the inputs specified in Appendix F.

3.1.4.2 Computation of Withholdings

The following paragraphs specify the requirements for the computation of withholdings from non-personnel action cash award payments.

INPUTS

The inputs for the non-personnel action cash awards withholding process are the same as those for the non-personnel action cash awards action data entry process.

PROCESSES

3.1.4.2-100

The capability shall be provided to compute withholding amounts and deduct from the Award Gross Amount for recipients who are Government Employees (Award Recipient Government Employee Indicator = G) when the Award ICB Category Code = blank, as follows.

- Federal Tax Withholding: Award Gross Amount * 28 percent
- State Tax Withholding: For recipients requiring state tax withholdings, Award State Tax Deduction Amount shall be computed by multiplying the Award Gross Amount by the spot awards tax rate in table TTAX in Appendix J.
- City Tax Withholding: For recipients requiring city tax withholdings, Award City Tax Deduction Amount shall be computed by multiplying the Award Gross Amount by the spot awards tax rate in table TTAX in Appendix J.
- OASDI Withholding: For recipients being administered for pay by the installation, when the Award Recipient Old Age, Survivors, and Disability Insurance (OASDI) Indicator is not blank and when the statutory limit for OASDI earnings or deductions have not been reached, as follows:
 - Award OASDI Deduction Amount = A x B
 - Award OASDI Government Contribution Amount = A x C

Where:

- A = Award Gross Amount
B = Statutory OASDI Rate, Employee Contribution
C = Statutory OASDI Rate, Government Contribution
- Else, if recipient is not administered for pay by the installation and the Award Recipient OASDI Indicator is not blank:
 - Award OASDI Deduction Amount = Award Gross Amount TRETIR percent.
- HIT Withholding: For recipients being administered for pay by the installation, when the Award Recipient HIT Indicator is not blank, as follows:

Award HIT Deduction Amount = A x B

Award HIT Government Contribution Amount = A x C

Where:

- A = Award Gross Amount
B = Statutory HIT Rate, Employee Contribution
C = Statutory HIT Rate, Government Contribution
- Else, if recipient is not administered for pay by the installation, and the Award Recipient HIT Indicator is not blank:
- Award HIT Deduction Amount = Award Gross Amount * TRETIR percent.
- Net: Gross - (federal tax - state tax - city tax - OASDI- HIT withholdings)

3.1.4.2-200

The capability shall be provided to compute withholding amounts and deduct from the gross award amount for recipients who are Government Employees (Award Recipient Government Employee Indicator = G) when the Award ICB Category Code = T, P, or M, as follows.

- Federal Tax Withholding: Award Gross Amount * 28 percent
- Net: Award Gross Amount - federal tax withholding

3.1.4.2-300

The capability shall be provided to compute Award Net Amount equal to Award Gross Amount for the following conditions.

- Recipients who are non-government (Award Recipient Government Employee Indicator = N) when the Award ICB Category Code = T, P, or M
- Recipients who are non-government Recipients (Award Recipient Government Employee Indicator = N) when the Award ICB Category Code = blank
- All recipients (Award Recipient Government Employee Indicator = G or N) when the Award ICB Category Code = R

Outputs

The following outputs shall result from Computation of Withholdings process.

3.1.4.2-600

Error and information messages.

3.1.4.2-700

Non-personnel action cash award record updates for each non-personnel action cash award action consisting of the inputs specified in Appendix F.

3.1.4.3 *Accumulations Adjustments*

The capability shall be provided to apply adjustments to earnings and deductions accumulations for award recipients who are administered for pay by the installation as a result of processing non-personnel action cash award transactions and adjustments as specified in the following paragraphs.

INPUTS

Inputs for the accumulations adjustment process are the same as for the non-personnel action cash award actions data entry process.

PROCESSES

3.1.4.3-100

For recipients administered for pay whose Award ICB Category Code = blank, earnings and deductions accumulations shall be posted as follows.

- Award Gross Amount to Award Amount: YTD, Gross Earnings: YTD, Taxable Earnings: MTD, Taxable Earnings: QTD, and Taxable Earnings: YTD
- Award Net Amount to Net Earnings: YTD
- Award Federal Tax Deduction Amount to Federal Tax: QTD and Federal Tax: YTD
- Award Gross Amount to OASDI: Earnings QTD and OASDI: Earnings YTD if Award Recipient OASDI Indicator not blank
- Award OASDI Deduction Amount to FICA: QTD and FICA: YTD
- Award OASDI Govt Cntrbtn Amt to FICA: Govt Contr QTD and FICA: Govt Contr YTD
- Award Gross Amount to HIT: Earnings QTD and HIT: Earnings YTD if Award Recipient HIT Indicator not blank
- Award HIT Deduction Amount to HIT: QTD and HIT: YTD
- Award HIT Govt Contribution Amt to HIT: Govt Contr QTD and HIT: Govt Contr YTD
- Award State Tax Deduction Amount to State Tax: MTD, State Tax: QTD, and State Tax: YTD
- Award Gross Amount to State Tax: Erngs MTD, State Tax: Erngs QTD, and State Tax: Erngs YTD when a taxing state

- Award City Tax Deduction Amount to City Tax: MTD, City Tax: QTD, and City Tax: YTD
- Award Gross Amount to City Tax: Erngs MTD, City Tax: Erngs QTD, and City Tax: Erngs YTD when a taxing city

3.1.4.3-200

For recipients administered for pay whose Award ICB Category Code = T, P, or M, gross earnings and federal tax earnings and withholding accumulators shall be posted as follows.

- Award Gross Amount to Award Amount: YTD, Gross Earnings: YTD, Taxable Earnings: MTD, Taxable Earnings: QTD, and Taxable Earnings: YTD
- Award Net Amount to Net Earnings: YTD
- Award Federal Tax Deduction Amount to Federal Tax: QTD and Federal Tax: YTD

OUTPUTS

The following outputs shall result from the Accumulations Adjustments process.

3.1.4.3-300

Employee record updates for each non-personnel action cash award action for employees administered for pay consisting of the inputs specified in Appendix F.

3.1.4.4 *History*

The capability shall be provided to capture selected non-personnel action cash awards transactions to be included in pay history for the installation.

INPUTS

The inputs for history process are the same as for the non-personnel action cash award actions data entry process.

PROCESSES

3.1.4.4-100

The capability shall be provided to include awards resulting from non-personnel action transactions in the pay history when the recipient is administered for pay by the installation.

OUTPUTS

The following outputs shall result from the History process.

3.1.4.4-200

Employee award data effective for a pay period as specified in Appendix K.

3.1.4.5 *Pay Year-End Reporting*

The capability shall be provided to process award data resulting from non-personnel action cash awards in order to produce year-end tax report products.

INPUTS

The inputs for pay year-end reporting process are the same as for the non-personnel action cash award actions data entry process.

PROCESSES

3.1.4.5-100

The capability shall be provided to produce non-employee W-2s and IRS Form 1099-MISC as a result of transactions entered for non-personnel action cash awards as follows.

- For all government (Award Recipient Government Employee Indicator = G) award recipients not administered for pay by the installation, except awards with ICB Category Code = R shall not be included.
- 1099-MISC: For all non-government recipients (Award Recipient Government Employee Indicator = N) where the sum of the Award Gross Amount exceeds \$599.99 and the ICB Category Code is not R, and for all recipients of royalty payments (Award Recipient Government Employee Indicator = G or N and ICB Category Code = R).

OUTPUTS

The following outputs shall result from the Pay Year-End Reporting process.

3.1.4.5-200

Core reports 418 and 427 and the SSA interface tape.

3.2 SECURITY

The NPPS software has been identified as a sensitive application system which is covered by OMB Circular A-130.

The NPPS shall conform to the security requirements for sensitive applications specified in NASA Handbook (NHB) 2410.1D, Chapter 3.

The NPPS data are subject to the Privacy Act of 1974 and shall conform to the requirements specified in Federal Information Processing Standards Publication (FIPS PUB) 73 and NHB 2410.1.

The NPPS shall provide the capability to permit the functional user to control access to the application, subsets of the processes, functional capabilities of the system, and to grant privileges of view-only or update at the transaction level. These requirements and processes are detailed in Paragraph 3.1.1.3.

3.3 DATABASE

NPPS data have been organized in data categories based on data usage. This information is included in the following sections.

3.3.1 Data Categories

The categories for NPPS data are as follows.

Personnel Master Data shall contain employee information required by NASA HQ as well as other NPPS allowed information and shall represent the most current data for the employee.

Suspense Data shall contain all transactions prior to maturity. For personnel suspense data, this data category shall include all the information necessary to print the SF 50 for the employee.

Personnel Tables Data shall contain the majority of the single field and relational edits supplied by HQ, as well as other tables as needed for use by the Personnel processes.

Personnel History Data shall include before-and-after images of the transactions as matured and shall reflect corrections and cancellations. These data contain all of the fields stored in the Personnel Master Data as well as other identification information such as the action code and effective date of the transaction.

Training History Data shall include information required by NASA HQ as well as other NPPS allowed information for all employees who have completed training courses.

Payroll Master Data shall contain employee information required to process payroll.

Payroll Tables Data shall contain edit and computational data necessary for the computation of pay.

Pay and Leave History Data shall contain employee pay and leave information resulting from the pay processing for each pay period.

Transaction History Data shall contain the completed payroll update transactions and the NPPS systems information messages that were produced when the update transaction was processed, as well as audit of all successfully completed transactions whenever any data is updated.

TSP Adjustment Data shall contain the information needed to report the adjustments to an employee's TSP account at the Federal Retirement Thrift Investment Board.

Bond History Data shall contain the information required to process employee savings bonds after bond deductions computations.

Job Directory Data shall contain information that defines each batch job that can be executed using the NPPS Batch Job Scheduler.

Report Directory Data shall contain information needed for report assembly and distribution for reports that can be executed using the NPPS Batch Job Schedule process.

JCL Catalog Data shall contain the job control language statements necessary to execute the jobs that have been defined to the NPPS Batch Job Schedule process.

Print Directory Data shall contain the information necessary to identify the printers available to receive NPPS printed output produced from the batch jobs defined to the NPPS.

Job Queue Data shall contain information about all NPPS batch jobs currently scheduled.

Log Data shall contain program error information produced as a result of errors detected by ADABAS/NATURAL during execution of jobs using the NPPS Job Scheduler.

Security Profile Data shall contain information defining the access permission of each individual who has been defined as a NPPS application user.

System Help Data shall contain help information associated with all NPPS functions.

System Release Data shall contain information related to new and/or modified capabilities that are implemented in the latest NPPS software release. System Table Data shall contain tables of values such as the NPPS command table as well as other tables which are of common use to both payroll and personnel processes.

Personnel Correction/Cancellation Transaction Data shall contain all correction and cancellation transactions that have been applied to the Personnel History Data described above.

3.3.2 Data Dictionary

The NPPS Data Dictionary contains a list of the required NPPS data elements. Refer to Appendix K.

3.4 INTERFACES

NPPS shall provide a standard interface for the following external systems.

3.4.1 Installation-Unique Interface System

NPPS shall provide a standard interface for adding personnel transaction data from an external installation-unique process. NPPS shall accept any personnel action containing a valid NOAC and other data conforming to Appendix B with the exception of the following fields.

- AWARD-INDVDL-GRP-HNRY-QTY
- AWARD-INDVDL-GRP-HNRY-RCVD-YEAR
- AWARD-PRFRMNC-SES-QTY
- AWARD-PRFRMNC-SES-RCVD-YEAR
- AWARD-QLTY-INCRS-QTY
- AWARD-QLTY-INCRS-RCVD-YEAR
- AWARD-SPCL-ACT-QTY
- AWARD-SPCL-ACT-RCVD-YEAR
- EMPL-ACSN-LGL-ATHRTY1-CODE
- EMPL-ACSN-LGL-ATHRTY2-CODE
- EMPL-ACSN-NOAC-CODE
- EMPL-ACSN-NOAC-EFCTV-DATE
- EMPL-HIRE-LGL-ATHRTY1-CODE
- EMPL-HIRE-LGL-ATHRTY2-CODE
- EMPLHS-PRVS-GRADE
- EMPLHS-PRVS-GRADE-STEP-CODE
- EMPLHS-PRVS-OCPTNL-CODE
- EMPLHS-PRVS-PAY-BASIS-CODE
- EMPLHS-PRVS-PAY-PLN-CODE

- EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE
- EMPLHS-PRVS-DUTY-STN-CODE
- EMPLHS-PRVS-WORK-SCHDL-CODE
- PRSACT-CNVRSN-LGL-ATHRTY1-CODE
- PRSACT-CNVRSN-LGL-ATHRTY2-CODE
- PRSACT-CNVRSN-NOAC-CODE
- PRSACT-CNVRSN-NOAC-EFCTV-DATE
- EMPL-AP-CTR-CODE
- EMPL-AWARDS-CTR-CODE
- EMPL-CAO-CTR-CODE
- EMPL-CNVRSN-CTR-CODE
- EMPL-DOWNGRADE-CTR-CODE
- EMPL-OTHR-AWARDS-CTR-CODE
- EMPL-PRFRMNC-AWARDS-CTR-CODE
- EMPL-TRNG-CTR-CODE
- EMPLHS-PRVS-BASIC-PAY-AMT
- EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT

All processing and outputs shall be the same (based on the NOAC) as described in Paragraph 3.1.1.1.

NPPS shall store the personnel transaction as suspended transaction data. NPPS will edit transactions validating that all fields that are required as specified in Appendix B contain data. NPPS shall perform the Field Conditional processes and the NOAC dependent processes for each action added to suspense. Transactions with edit errors shall be added to the suspense and put in error status. Transactions with major errors such as a missing SSN, or effective date, or NOAC shall not be added to suspense. The input transaction data shall be deleted at the end of the process.

3.4.2 DELETED

3.4.3 Treasury Department

NPPS shall provide Direct Deposit-EFT, net pay, and US Savings Bonds magnetic tape interfaces (refer to Appendix N) in accordance with the following procedures.

- Procedures for Converting Discretionary Allotments by Direct Deposit Electronic Funds Transfer (DD/EFT) October 1986, as modified by Treasury Letter dated May 15, 1989, Subject: Salary EFT Payment Issue Tape Formats (Expansion of Total Amount Field in Control Trailer Record) US Treasury, Bureau of Government Financial Operations.
- Salary Check Specifications (P. L. 100-86, Check Limited Payability) October 1989. US Treasury, Bureau of Government Financial Operations.
- 1TFM 3-6000, "US Savings Bonds, Series EE", Department of the Treasury, Transmittal Letter No. 490, February 1988.

NPPS shall provide the capability to include miscellaneous check payments in the net pay salary tape for the following payments.

- Federal taxes
- Child support/alimony
- Commercial garnishments
- Indebtedness due to the US
- Court ordered bankruptcy
- Union dues
- CFC contributions
- NEBA
- Cash awards

3.4.4 Social Security Administration

NPPS shall create year-end W2 data in the format specified in Social Security Administration Pub No. 42-007 (TIB-4). Refer to Appendix N, External Interface Tape Specifications, for tape format.

3.4.5 USDA National Finance Center

NPPS shall create TSP data interface in the format specified in various TSP bulletins published by the Federal Retirement Thrift Investment Board. Refer to Appendix N for tape format.

3.4.6 Center-Unique Exit and Re-entry to NPPS

NPPS shall provide the capability to exit the system to an ancillary ADABAS/NATURAL application (within the NPPS software library) for execution, then return to NPPS. The NPPS shall accept a user-entered command to exit NPPS and enter another ADABAS/NATURAL application. The NPPS shall provide the capability to maintain a list of valid external commands.

3.4.7 Installation-Unique Time and Attendance Reporting System

NPPS shall provide a standard interface for a file of time and attendance transactions to be used as the NPPS batch input file for the biweekly computation of pay. Inputs for this file shall be the same as specified for Time and Attendance Edit processing in Appendix F.

3.4.8 CAPPS Interface System

NPPS shall provide the capability to satisfy all data submission requirements in accordance with CAPPS requirements (Appendix M). The following additional capabilities shall be provided to submit data to NHCC.

- Translate a NOAC 002 to 994 if the employee's SSN is being modified.
- Numeric data will be right justified and zero filled.
- Alphabetic data will be left justified and space filled.

NPPS shall supply data in conformance with the CAPPS Data Dictionary.

3.4.9 Installation-Unique Batch Combined Federal Campaign Interface

NPPS shall provide a standard interface for processing Combined Federal Campaign (CFC) transactions from an external installation-unique process. The NPPS batch job shall extract the CFC transactions from work file 7 using the following file layout.

NPPS Glossary Name	NPS2-PAY-MASTER Access Name	Positions
SSN	PAY-SSN	1 - 9
CFC: AGENCY CODE	PAY-CFC-ORG-ID	10 - 18
CFC: REQUESTED DEDUCTION	PAY-CFC-DED-AMT	19 - 23

The transactions shall be edited in accordance with the requirements specified for the CFC data input in the MISC transaction in Appendix F. The CFC

transactions will be valid if all edits are passed and an employee SSN match is found. All valid transactions shall be applied to the employee master data. The transactions will be in error if all edits are not passed. Error transactions will be listed on the edit report produced by this process, report 6188. All transactions will remain on the CFC interface file. Errors may be corrected and the job rerun until all errors are eliminated.

3.4.10 NEBA Biweekly Transaction Interface

NPPS shall provide a standard NEBA interface tape of biweekly NEBA transactions to satisfy all data submission requirements requested for NEBA processing by the Home Life Financial Assurance Company. Refer to Appendix N for the tape format.

3.5 REPORTING

NPPS shall provide a core set of reports that contain processing information, employee information, management information, and regulatory reports specified by NASA, OMB, OPM, the Federal Retirement Thrift Investment Board, and the US Treasury Department. The specifications for each report are contained in Appendix G.