

# NASA PERSONNEL/PAYROLL SYSTEM (NPPS) / TALX INTERFACE CONTROL DOCUMENT

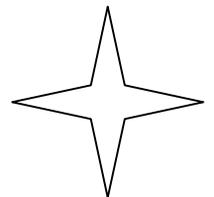
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## 1.0 PURPOSE

The purpose of this Interface Control Document (ICD) is to define the data interface between the NASA Personnel Payroll System (NPPS) and TALX. This ICD documents the baseline specification to be implemented in creating the NPPS / TALX interface file.

## 2.0 NPPS REQUIREMENT

The Sustaining Engineering Support for Agency-wide Administrative Systems (SESAAS) group at the Marshall Space Flight Center (MSFC) will develop and maintain the software necessary to create a bi-weekly interface file consisting of production NPPS information. TALX will use the NPPS data for NASA employee verification. An interface file will be created every two weeks. Processing for this interface will be after current pay period processing has been completed and after the payroll history files have been updated for a current pay period, and before pay period initialization for the next pay period has been executed.

## 3.0 DATA FORMAT

NPPS employee data records will be formatted as follows:

- Numeric data will be right justified and blank filled to the left
- Decimal fields will be numeric data with an explicit decimal point (a period)
- Zero value numeric fields will be blank
- Alphabetic, non-numeric data will be left justified and blank filled to the right
- Date fields will be in the format of YYYYMMDD. If no date is present the date field will be blank (never zeroes)
- Optional fields not provided will be blank filled

Trailer record data will be formatted as follows:

- Calculated trailer numeric data in the trailer record will be zero filled to the left
- Zero value trailer numeric fields will contain all zeroes

## 4.0 FILE FORMAT

The formatting standard or criteria used for the NPPS / TALX interface file will be as follows:

- The file will be a sequential file (flat file) in IBM EBCDIC or PC ASCII format (optional)
- The file will consist of 1 to n Employee Records and a single Trailer Record. Every record will be 960 bytes in length
- The file will contain one record for each employee

## **5.0 TRANSMISSION OF INFORMATION FROM NPPS TO TALX**

The NPPS / TALX export file will be transferred from the mainframe production environment to a proxy server using File Transfer Protocol (FTP). The data exchange from the proxy server to the TALX system will be performed by Secure File Transfer Protocol (SFTP).

## **6.0 REQUIREMENTS OF FILES AND SELECTED FIELDS**

The data elements for the interface records are defined in Appendix A.

### **6.1 NPPS EMPLOYEE DATA**

NPPS shall generate the employee data records from the following files: NPS2-PER-MASTER, NPS2-PAY-MASTER, NPS2-ADDRESS-FILE, NPS2-PAYHIST-ONE, and NPS2-PAYHIST-TWO file. The NPPS Operational Support Group will generate the interface file following the conclusion of a Pay Period after the Payroll History files have been updated and prior to the execution of the NPPS Pay Period Initialization process for the next Pay Period. Data records will be generated for active employees who are paid by NPPS. No data records will be generated for inactive employees whose termination date is not within the pay period being reported, and for employees with an intermittent work schedule code (PAY-WORKSCH = "I").

An initial, one-time history load situation, will be handled by a version of the interface software that will include employees who have terminated NPPS Payroll system with a Payroll termination date that is equal to or greater than December 15, 2002.

Payroll control file data from NPS2-PAYCTL-TABLE, namely the pay ending date (CTL-DATE) and the pay period number (CTL-PERIOD), will be used to calculate reported dates and payroll history file access record keys.

### **6.2 CENTER SELECTION**

The NASA centers to be interfaced will be selected by Center Number at run time. Center selection will be a function of the Job Control Language (JCL).

### **6.3 TALX EMPLOYEE PIN OPTION**

Under the PIN administration option, a default pin will be derived (interface field #3) and will be transmitted with every interface file. The NASA Personnel Office will communicate this default PIN to employees. NASA will decide if an employee is required to change their PIN number the first time they call for service, or only when the employee chooses to do so. If an employee misplaces their PIN number, they will speak to a TALX customer service supervisor who will authorize the employee's PIN number to be reset to the default value.

**APPENDIX A**  
**NPPS TO TALX INTERFACE RECORDS**

The NPPS / TALX interface file will consist of 1 to n Employee Data Records and a single Trailer Record. These two record types are defined below.

## 1.0 EMPLOYEE DATA RECORDS

Employee Data Record																	
Field#	Length	Col	NPPS-Source	Type*	Comments												
1	5	1-5	Assigned by TALX	NUM	A hard-coded value equal to "11338" which has been assigned by TALX												
2	11	6-16	PAY-SSN	CHAR	SSN (no hyphens)												
3	8	17-24	Default PIN	CHAR	The employee's birth year (YYYY) will be appended to the last four digits of their SSN (SSSS) {SSSSYYYY}												
4	8	25-32	PER-NSCDTE	DATE	Date entered into service with NASA, (default PER-EODDTE: Current length of service at a NASA center)												
5	20	33-52	PAY-NAME-LAST (22)	CHAR	Employee last name (may truncate)												
6	15	53-67	PAY-NAME-FIRST	CHAR	Employee first name												
7	1	68	PAY-NAME-MI	CHAR	Employee middle name initial												
8	12	69-80	<i>Formulated</i>	CHAR	NASA Center # and PER-ORGASSIGN (For center number 6200 with ORG AA11 this value would be "6200AA11 ")												
9	30	81-110	ADDR-HOME-1(35)	CHAR	Employee address line (may truncate)												
10	30	111-140	ADDR-HOME-2(35)	CHAR	Employee address line (may truncate, or may be blank)												
11	20	141-160	ADDR-HOME-CITY	CHAR	Employee address City												
12	2	161-162	ADDR-HOME-STATE	CHAR	Employee address State												
13	10	163-172	ADDR-HOME-ZIP	CHAR	Employee zip code: For a nine digit zip, a dash after the fifth digit / a five digit zip will be left justified followed by five spaces (no dash)												
14	8	173-180	As of date, calculated from P.P. end date	DATE	Pay Period end date (CTL-DATE) plus 10 days, (date that an employee receives pay for the current pay period), or an employee's termination date.												
15	31	181-211	Job Title	CHAR	The first non-blank employee field discovered in the following order: PER-OPMTTL, PER-NASATTL, PER-LOCALTTL (Title may truncate)												
16	1	212	Derived from PAY-DTYSTS	CHAR	Value derived from NPPS duty status: <table style="margin-left: 40px; border: none;"> <tr> <td><u>NPPS value</u></td> <td><u>TALX interfaced value</u></td> </tr> <tr> <td>Z</td> <td>I (no longer active)</td> </tr> <tr> <td>D</td> <td>A (active)</td> </tr> <tr> <td>Y</td> <td>Y (temporary)</td> </tr> <tr> <td>L</td> <td>L (on leave)</td> </tr> <tr> <td>other</td> <td>U (employed)</td> </tr> </table>	<u>NPPS value</u>	<u>TALX interfaced value</u>	Z	I (no longer active)	D	A (active)	Y	Y (temporary)	L	L (on leave)	other	U (employed)
<u>NPPS value</u>	<u>TALX interfaced value</u>																
Z	I (no longer active)																
D	A (active)																
Y	Y (temporary)																
L	L (on leave)																
other	U (employed)																
17	8	213-220	PER-EODDTE	DATE	Date employee entered into service at most recent or current NASA center.												
18	3	221-223	Interfaced blank		This field is interfaced blank, TALX will calculate the years of service using fields #'s 4 and 14.												
19	2	224-225	Interfaced blank		This field is interfaced blank, TALX will calculate the number of months of service												

Employee Data Record					
Field#	Length	Col	NPPS-Source	Type*	Comments
20	8	226-233	PAY-TERM-DATE	DATE	Field will be blank unless employee terminated in the reported pay period.
21	11	234-244	SALARY-HOURLY or SALARY	DNUM	Employee earning amount as defined by field #22 below
22	2	245-246	Derived from PAY-PAID-DAILY-HRLY	NUM	01 = Annually, 08 = Daily, 09 = Hourly (with leading zeroes)
23	3	247-249	Determined	NUM	80 hours for full-time employees, total bi-weekly scheduled hours for part-time employees
24	11	250-260	<i>Filler</i>	DNUM	Always blank
25-28	44	261-304	<i>Filler</i>		Always blank
29	13	305-317	GROSS-EARN-YTD	DNUM	Current year to date gross earnings totaled from Current and previous NASA Center employment
30-34	55	318-372	<i>Filler</i>		Always blank
35	13	373-385	GROSS-EARN-YTD	DNUM	Last year gross year to date earnings totaled from all NASA Center employment for last year.
36-40	55	386-440	<i>Filler</i>		Always blank
41	13	441-453	GROSS-EARN-YTD	DNUM	Two years past gross YTD earnings totaled from all NASA Center employment for the two years past year.
42-51	61	454-514	<i>Filler</i>		Always blank
52	8	515-522	<i>Filler</i>	DATE	Always blank
53	8	523-530	<i>Filler</i>	DATE	Always blank
54	6	531-536	<i>Filler</i>	DNUM	Always blank
55	11	537-547	<i>Filler</i>	DNUM	Always blank
56-99	363	548-910	<i>Filler</i>	CHAR	Always blank
100-103	50	911-960	<i>Filler</i>	CHAR	Always blank

**\*TYPE: Denotes data representation:**

- NUM Numeric, right justified with blank fill left.
- DNUM Numeric with an explicit decimal point, right justified with blank fill left. Field will be blank if zero.
- CHAR Character, left justified with blank fill right
- DATE Date YYYYMMDD format. If no date presented the field will be blank.

## 2.0 TRAILER RECORD

Trailer Record				
Field#	Length	Col	Source	Comments
1	8	1-8	Generated	Must equal 8 asterisks, "*****"
2	9	9-17	Calculated**	Total employee records
3	9	18-26	Calculated	Total status A records interfaced
4	9	27-35	Calculated	Total status I records interfaced
5	9	36-44	Calculated	Total status L records interfaced
6	9	45-53	Calculated	Total other status records interfaced
7	3	54-56	Calculated	Check sum figure: Field will always be zeroes
8	904	57-960	Filler	Always blank

\*\* (Calculated trailer fields will have leading zeroes with all zeros for zero value fields, columns 9-56 above.)

### 3.0 INTERFACE NOTES

- Execution timing: This interface will be executed after payroll history files have been updated at the conclusion of processing for a pay period and before the execution of pay period initialization for the next pay period. Execution will be from JCL external from NPPS.
- Center selection: Center(s) to be interfaced will be selected as a function of the JCL. Information from Center(s) not selected will not be interfaced. This includes prior YTD Gross Pay information from an employee's former Center of employment, should that former Center not have been selected.
- Employee selection: All active NPPS Payroll employees, [but not PAY-WORKSCH = "I" (intermittent) employees], and payroll employees who terminate within the current reported pay period, will be interfaced. A possible result when employees transfer from one center to another, is that some employees may not have an inactive status interfaced for them from the center the employee is leaving. Or they may have an inactive status record interfaced for them from their old center, and a following interface will interface this same employee with an active status from their new center. Note: Within NPPS, once an employee is inactive within a NASA center, the pay period updates for payroll history files for that inactive employee stops. Employee salary and YTD gross pay information is gleaned from the payroll history files.
- Only one record will be interfaced per employee (i.e. per SSN) per interface file.
- Employee's who terminate during the pay period being reported, will be interfaced with a "I" status (inactive, field #16), and their as of date (field #14) will be set equal to their termination date, which is field #20. Inactive employees whose termination date is not within the pay period being reported are not interfaced. An exception to this is an initial, one-time interface situation where inactive employees with a Payroll termination date equal to or greater than December 15, 2002, will be interfaced. "I" status employee's are totaled in the interface file's trailer record.
- Each interface file will have one trailer record.
- For the three YTD gross earning fields, [fields 29, 35, and 41]; YTD gross earnings earned in NASA Centers other than the employees currently active Center, will be included in the YTD gross earnings amount for the current year, the prior year, and two-years-past year as appropriate and as this YTD information is available from the Payroll History Files.

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