

3 USER INTERFACE

NPPS is a system for maintaining employee information for use with both personnel and payroll functions. Each piece of information regarding an employee is called data. The collective body of information regarding all the employees at the installation is called the database. NPPS enables the user to view or change the contents of this database by controlling the way data is entered (menus and templates) and the way data already in the database is viewed (screen displays and printouts).

Your terminal or personal computer is the tool used to enter data. It is connected to the larger storage and processing device, the mainframe computer, where the NPPS and its database are stored. When you enter information, it first appears on the screen. Then, when you press **ENTER**, it is transmitted to the mainframe where it is processed by NPPS.

When you request information, it is retrieved from the database and sent to your screen for display. Also, when you request a printed copy of information, the information is retrieved from the database, but is sent to a printer rather than the screen of your terminal or personal computer.

3.1 System Access

Before using NPPS, you will need to obtain a terminal or personal computer. In addition, you will need an access identification by which the system may recognize you as an authorized user. This access identification is called a system ID.

You will also need a password which enables the computer to verify you are the valid user of that system ID. Finally, you will require a NPPS userid and temporary password, which will be assigned by an Application Administrator. The NPPS userid will define your access privileges (i.e., update or view information).

3.1.1 Logon and Logoff Procedures

In order to communicate with NPPS, you must use a terminal or personal computer that is attached to the mainframe via a cable, or you may connect to the mainframe by using a phone line. The process of establishing communications with NPPS is referred to as logging on. Therefore, the set of steps to establish this communication is referred to as the logon procedure. To end the communications, you will use the logoff procedures.

Both the logon and logoff procedures are different for each installation. You should obtain these procedures from your NPPS Application Administrator.

3.1.2 Valid System ID and NPPS Password

One of the first steps in logging on will be to type your system ID and password. The remaining steps will eventually bring you to the NPPS Main Menu. At this

point, you will need to type your NPPS userid and password which identifies you as a valid user of the NPPS.

The NPPS userid represents your NPPS security profile. This profile establishes the tasks you may perform while using NPPS, such as entering a personnel action or editing a T&A card. If you attempt to access a menu or template which you are not authorized to view or use, NPPS will prohibit you from moving to the designated screen or processing the desired action. You will receive a message stating you have requested a template or action for which you do not have authorization.

When you logon to NPPS for the first time, you will be required to change your temporary password assigned to you by the security administrator. A password is valid for sixty days. When the sixty days are up, you will be required to change your password. Your new password cannot be the same as your current or previous five passwords. You can also change your password from the NPPS Main Menu by pressing **PF2** and entering your current password and your new password (twice for verification).

You may view your own security profile in order to learn which tasks you are authorized to perform. For detailed procedures, refer to Section 4.3.1.1.

Your logon and logoff procedures should be included in Appendix E, along with any other information regarding special situations at your installation. Printing procedures are examples of other site-unique information. Though NPPS provides a universal means by which to request a printed copy, your installation has special printers in specific locations.

3.1.3 Agency Payroll Consolidation Logon

Designated personnel from the Consolidated Payroll Office (CPO) will be identified by a special set of NPPS user identification codes. (See Security Maintenance, 4.3.1.1). CPO users will use their CPO identification to execute and monitor APC batch jobs. Logging on to NPPS, as a CPO user for the purpose of submitting or monitoring batch APC batch jobs, requires that "NASA" be entered into the unprotected field in the upper left hand corner of the screen under the "COMMAND" line on the JOB SCHEDULER MAIN MENU (BJSMM). Having logged on as a CPO user and entered "NASA" into BJSMM, the menu selections made from BJSMM will be as a CPO user.

When scheduling a CPO job, the last parameter screen that will be seen will be a center selection screen that will automatically be presented for center selection(s). One or more centers may be selected. (See Appendix F, NPO950PA - CPO CENTER SELECTION SCREEN, for a description of this parameter screen's use.)

3.1.4 Agency Leave and Earning

The Consolidated Payroll Office will be responsible for producing the leave and earning print file for each center. The job is treated as a non-consolidated process and resides on each center's core NPPS BJS as a "CA" job name. The

leave and earnings statement jobs will be executed at the consolidated site and printed at the appropriate center.

3.2 System Layout

The following sections contain details of the system layout.

3.2.1 Menus and Templates

NPPS provides two types of screens: menus and templates. Menus assist the user when moving through the system and provide a means for selecting a NPPS capability. Templates accept information to change, edit, or update employee records.

3.2.1.1 Menus

NPPS contains a number of menus which guide you through the system. Each menu lists several numbered items from which you may select. These items may be other menus or may be templates. Make a selection by entering the number of your choice and pressing **ENTER**.

The following warning screen is presented when you first enter the NPPS environment. Press **ENTER** to advance to the NPPS Main Menu or **PF12** to quit.

```

NPO0000                                     91-09-09
** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT*
      THE NASA PERSONNEL PAYROLL SYSTEM CONTAINS
      PERSONAL AND FINANCIAL DATA
      PROTECTED UNDER THE PRIVACY ACT OF 1974 AND NMI 1382.17
*** YOU MAY USE THE DATA ONLY TO PERFORM YOUR OFFICIAL DUTIES
*** YOU MUST TAKE CARE TO ENTER ONLY CORRECT INFORMATION INTO NPPS
*** YOU MUST NOT LEAVE YOUR WORKSTATION UNATTENDED WHILE LOGGED ONTO NPPS
*** HARDCOPY OUTPUT OF EMPLOYEE DATA MUST BE PROTECTED AND DISTRIBUTED
    ONLY TO AUTHORIZED INDIVIDUALS
      PRESS ENTER TO CONTINUE THE NPPS LOGON
      OR PF12 TO QUIT
** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT** ALERT*

```

NPPS Privacy Act Warning Screen

The NPPS Main Menu is the first screen displayed when you establish communications with NPPS. This screen provides four choices: (1) Personnel, (2) Payroll, (3) Application Administration, and (4) Exit to Super Natural.

You use this menu to access the three subsystems of NPPS, represented by the first three choices. You also use this menu to access Super Natural, the fourth choice.

A CPO user enters their CPO USER-ID and password to access the main menu and will have an option later to select the specific center to be accessed.

```

                                NPPS
NPO0000          M A I N  M E N U
-----
                CENTER ID:      NPPS VERSION:

ENTER YOUR NPPS USERID, PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:

                1 - PERSONNEL

                2 - PAYROLL

                3 - APPLICATION ADMINISTRATION

                4 - EXIT TO SUPER NATURAL

                SELECTION:  _

                NPPS USERID  _____  NPPS PASSWORD  _____

-----
PF1= HELP          PF2= CHANGE PASSWORD          F12= END

```

NPPS Main Menu

3.2.1.2 Templates

Templates include a number of blank spaces, or fields, where you enter data. For personnel or payroll actions, you start by identifying the employee. Then you enter the information required in order to add, change, or delete the record of the employee you have identified. When you have entered all the necessary information, press **ENTER** (or its equivalent key) to process the data on that template. Some actions require you to fill in a set of related templates which are linked together. This set is called a chain.

The first template is the following Personnel Actions template. In order to use this template, you enter the required information regarding the employee (SSN or last name) whose record you want to update, the type of action (NOAC) you want to perform, the effective date of the action, and the desired function. Then press **ENTER**. NPPS will display a set of templates, or chain. You fill in the required information on each template and press **ENTER**. This will call up the next template in the chain.

After you fill in all the templates in the chain and press **ENTER**, the action is completed. NPPS will display a message stating you have succeeded in placing this action on the suspense file, and you will be returned automatically to the Personnel Actions template. For more detailed information on the use of this template, refer to Section 4.1.1.1.

```

COMMAND: _____ NPPS
NEO1001          SF 50 PERSONNEL ACTION PROCESSING MENU - PERACT
-----

SSN:  __ _  NOAC:  ____  EFDATE:  __ _  FUNC:  _
NAME (LAST, FIRST):  _____

      FUNCTION              DESCRIPTION

      A              ADD THE ACTION TO SUSPENSE
      C              CHANGE AN EXISTING SUSPENSE ACTION
      D              DELETE AN EXISTING SUSPENSE ACTION
      E              CHANGE THE EFDATE OF AN EXISTING SUSPENSE ACTION
      H              CHANGE SSN ON ACCESSION ACTION
      R              RETRIEVE AN EXISTING SUSPENSE ACTION
      S              RE-SEQUENCE SUSPENSE ACTIONS
      T              CONVERT SF52 ACTION TO SF50 ACTION

-----

PF1=  HELP              PF5=  MAIN MENU              PF12=  END

```

Personnel Actions Processing Menu

The second template is the following T&A Edit template, which represents the online version of the employee's official pay record. In order to use this template, identify the employee whose T&A information you want to add or update. This is completed by entering the employee's SSN and payblock. Next, enter the function you want to perform and all the information required in order to update this employee's pay record.

When you press **ENTER**, NPPS updates the employee's pay record according to your changes. For more detailed information on the use of this template, refer to Section 4.2.3.1.1.

```

* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS

COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT
NAO3100 -----
FUNCTION _ SEL _ PAYBLOCK __ SSN ____ EMP# _____ CMPRSD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _ DATE
      REG  OT   ND   CTE  HOL  SD   HD           CD  OTH  CD  OTH
WEEK1 _____
SH: _  AL   SL   CTU  LWOP  SUSP  AWOL  HOL   RST  - - - -
      REG  OT   ND   CTE  HOL  SD   HD           CD  OTH  CD  OTH
WEEK2 _____
SH: _  AL   SL   CTU  LWOP  SUSP  AWOL  HOL   RST  - - - -
      _____ LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE:
LEAVE _____ ORG CODE:
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT  C= CHANGE  H= HUNDRED TOT  N= NAME SRCH  S= SPLIT SHIFT
PF1= HELP  PF2= MORE MESSAGES  PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
    
```

T&A Edit

3.2.2 Screen Conventions

Though all the menus and templates have different names and functions, certain features regarding their layout are consistent. Each screen can be divided into three main parts as shown on the following menu. These parts are (1) the title information which is located above the top dotted line, (2) the function and Program Functions (PF) key information which is located below the bottom dotted line, and (3) the user input area which is located between the two dotted lines.

```

COMMAND: _____ NPPS
NEO0000 PERSONNEL MAIN MENU - PERMM
-----
CENTER ID: NPPS VERSION:
ENTER ONE OF THE FOLLOWING SELECTIONS: __

1 - PERSONNEL ACTIONS
2 - PLANNING ACTION
3 - MATURE PROCESS
4 - SF-50/SF-52 PROCESSING
5 - TABLES MAINTENANCE
6 - ACI
7 - MASS ACTIONS
8 - EMPLOYEE SERVICE RECORD
9 - PERSONNEL HISTORY FILE MAINTENANCE
10 - PERSONNEL AUDIT BROWSE
-----
--
PF1= HELP PF5= MAIN MENU PF12= END

```

Screen Conventions

3.2.2.1 Title Information

COMMAND LINE - At the top left is the Command Line. To move your cursor to this line, press the **HOME** key. The Command Line provides one of the system navigation options and is further explained in this section. Immediately below the Command Line is the program identification which identifies each screen. As a functional user of NPPS, you will not need to use this unique screen code.

TITLE - The menu/template title always appears at the top center of the screen. Immediately following the title is its abbreviated name or, as it is referred to by NPPS, the template ID. This ID is used to identify the template when the user needs to move to it directly via the command processing capability by entering this acronym on the command line and pressing **ENTER**.

DATE/TIME - The date and time are displayed at the top right of the screen. Every time you move from one screen to another, you will see that the time has updated automatically. The number appearing immediately below the date and time is the Processing Time Indicator. This indicator displays the number of seconds between the time NPPS initiates and completes its processing on the

mainframe. The Processing Time Indicator provides information relative to your mainframe's processing performance.

3.2.2.2 *Functions and PF Keys*

At the bottom of the screen are the functions and PF keys which accompany the specific menu or template you are viewing. The functions are available only on templates because they are used to identify the type of action you want to perform for a specific employee record (i.e., add, change, retrieve, or delete). The functions available are described in conjunction with each template. The four functions available for most templates are as follows.

(A) Add

(C) Change

(D) Delete

(R) Retrieve

The PF keys available will also vary from one menu/template to another. However, there is a group of four standard PF keys which appears on most menus and templates. These standard keys are as follows.

PF1 = Help

PF3 = Previous Screen

PF5 = Main Menu

PF12 = End (must be pressed twice for confirmation)

In addition, two keys are provided which allow you to move between the pages of a template composed of more than one screen. These two keys are PF7=Backward and PF8=Forward. All other PF keys will be described in conjunction with their corresponding screens.

3.2.2.3 *User Input Area*

The contents of the middle section of each menu or template vary according to the purpose of the screen itself. However, the user input area of each screen contains one or more of three types of fields: (1) mandatory fields in which you must enter information, (2) optional fields in which you may choose whether or not to enter information, and (3) display fields in which you may not enter information.

Mandatory inputs vary according to the task you are performing. The mandatory fields are highlighted by NPPS so you can easily identify them. If you neglect to complete a mandatory field, NPPS will return the cursor to this field after you press **ENTER**. NPPS will also display a message which reminds you that you must complete this field before proceeding with the task.

All templates require you to enter the SSN of the employee whose master record is to be added, changed, or deleted. If you want to do any action other than retrieve information which already exists in the master record, you must also change the function code (FUNC). Personnel templates may require a NOAC and action date (ACDATE) as well.

If your monitor has a color display, the mandatory entries are displayed as white, and the optional entries are displayed as green. Those fields which you may not change are displayed as blue.

3.3 *Navigation Techniques*

The following sections describe the navigation techniques.

3.3.1 **Menu Choices**

Menus allow you to select the particular path you want to travel. You pass from one menu to the next until you arrive at the proper template. For instance, if you want to arrive at the Personnel Actions template from the NPPS Main Menu, you would follow the path outlined in FIGURE 3.3.1-1, Menu Navigation.

1. At the NPPS Main Menu, select **1** - Personnel and press **ENTER**.
2. At the Personnel Main Menu, select **1** - Personnel Actions and press **ENTER**.
3. At the Personnel Actions Menu, select **1** - Personnel Action Processing and press **ENTER**.

Navigating via the menus is helpful for individuals who are learning NPPS. However, the experienced NPPS user may find the command line a more efficient method of navigation.

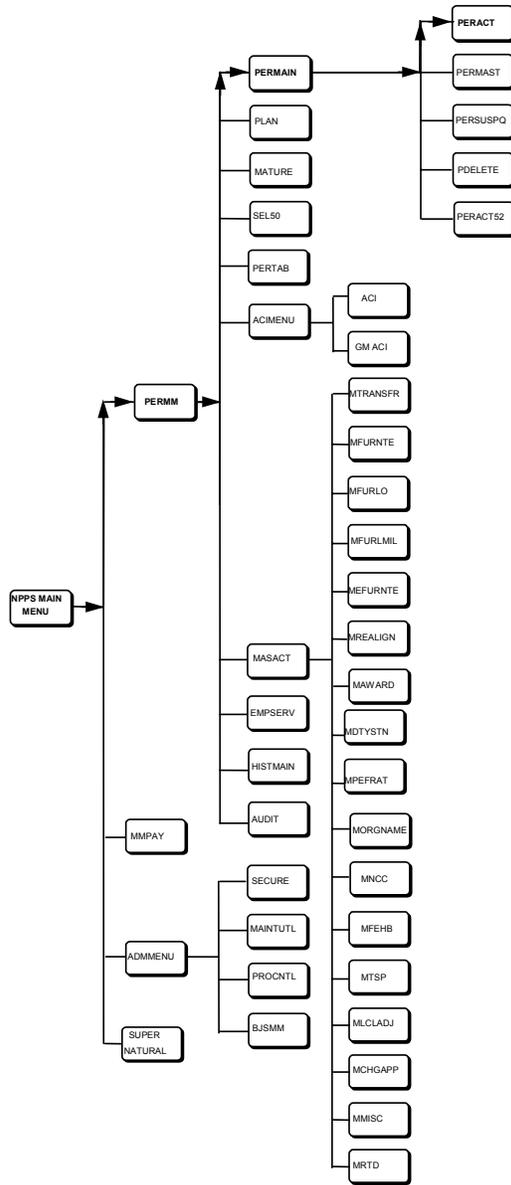


FIGURE 3.3.1-1 Menu Navigation

3.3.2 Command Line

The command line is located at the top, left corner of each screen, as displayed in the following example. At the command line, you can enter either a template ID or a key word. Either type of command tells NPPS where you want to go without stepping through layers of menus.

COMMAND: _____	NPPS	89-04-18
NEO0000	PERSONNEL MAIN MENU - PERMM	11:28:40

Command Line

To use this method for navigating to the screen of your choice, first press the HOME key to move your cursor to the command line. Then type in the template ID or key word that represents your desired location. Finally, press **ENTER** to execute and move to your desired location. You will notice that the NPPS Main Menu does not have a command line. This is because you must first select and enter one of the four subsystems before proceeding to its accompanying menus and templates. Also, you may not use the command line to move to a menu or template which you are not authorized to use.

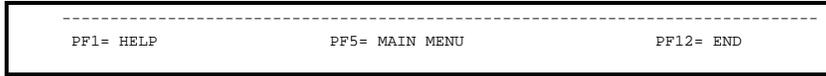
The template IDs are abbreviations of the individual menu and template titles. Each screen has an abbreviated name immediately after its full title. The screen title and abbreviated name are always centered at the top of each screen.

The key words are available as an alternative to PF keys. They represent the direction in which you may move or the location to which you may move. Certain key words tell NPPS that you want to cease the application and return to the mainframe operating system. These words are FIN, END, and STOP. Other words enable you to return to the main menu, such as MAIN, MAINMENU, and MENU.

Another key word allows you to move backward one screen at a time. This word is PREVIOUS. The key word which moves you directly to the data dictionary is DD. Finally, if you want to invoke the help facility from any template, type in HELP.

3.3.3 PF Keys

The PF keys are another method of navigation. These keys are located at the bottom of the screen, as pictured in the following example. PF keys enable you to move from one location to another and are executed by pressing the key which represents the type of movement you desire.



PF Keys

PF keys are as follows.

PF1 = HELP

PF5 = MAIN MENU

PF3 = PREVIOUS SCREEN

PF12 = END

When you enter the help facility for NPPS, some of the PF keys take on a new meaning. The PF keys which are available within the help facility are listed below.

PF1 = TOP

PF2 = DISPLAY/UPDATE MODE

PF3 = END

PF4 = DD (DATA DICTIONARY)

PF7 = BKWD (BACKWARD)

PF8 = FWD (FORWARD)

PF9 = COPY

Before you press a PF key, be sure to check its function at the bottom of the NPPS screen.

3.3.4 Chained Set of Screens ENTER Key

Some actions are performed by filling in a set of related templates. These templates are linked to form a chain. You move from one template to the next by simply pressing **ENTER**. You must move through the templates in a predetermined sequence which facilitates the logical processing of the action. The templates within a chain do not have a command line and you may not move directly to these templates.

3.3.5 Personnel Actions Hot Key

While processing a personnel action via a chain of templates, you may move directly to the final template of the chain by pressing the hot key, which is identified in the list of PF keys found at the bottom of the screen.

3.4 Help Support

Each menu and template has an accompanying help screen or set of help screens. The following example is the help screen that accompanies the Application Administration Menu. These screens comprise the help facility.

```

NSS0004                      NPPS
MODE: DISPLAY                 HELP FACILITY

TEMPLATE ID: ADMMENU          PAGE NUMBER: 1    FUNCTION: R

THIS MENU ALLOWS YOU TO SELECT FROM:
SECURITY MAINTENANCE
MAINTENANCE UTILITIES
(sub functions)
COMMAND TABLE MAINTENANCE
BATCH JOB MAINTENANCE
PERSONNEL RELATIONAL EDITS
PROCESS CONTROLS
(sub functions)
PAYROLL
PERSONNEL
BATCH JOB SCHEDULING

-----
FUNCTIONS:  A= ADD   C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP  PF2= DISP/UPDT MODE  PF3= END   PF4= DD   PF7= BKWD  PF8= FWD  PF9= COPY

```

Help Screen

The help facility contains basic system conventions and menu navigation assistance. However, the help facility is provided primarily as a tool to be customized by each installation. This enables the installation to provide any information needed to assist the user in performing tasks associated with personnel and payroll processing. An example of information which might be added to the help facility is the set of center-unique codes and their values. Other examples are special personnel processing information and site-unique procedures for balancing payroll.

One template or menu may have more than one help screen (i.e., a set of help screens). All help screens in the set share the same template ID, but have unique page numbers. The following example is the set of three help screens that accompany the Master Employee Record Menu.

```

NSS0004                NPFS
MODE: DISPLAY          HELP FACILITY
TEMPLATE ID: MMER     PAGE NUMBER: 1    FUNCTION: R
-----
USE:                  TO:
1 - Master Selection MER Menu  Access any of the MER Modules pertaining
                               to deductions, pay adjustments, leave
                               adjustments, YTD, query, miscellaneous,
                               suspend, and mass.

2- Employee Location Menu      Display/update information pertaining to
                               distribution of pay-related data.

3 - Current PP Pay Actions Menu  Process current pay period actions.

                               Screen 1 of 3
-----
FUNCTIONS:  A= ADD  C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE  PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY

```

Master Employee Record Menu (Page 1)

```

NSS0004                NPFS
MODE: DISPLAY          HELP FACILITY
TEMPLATE ID: MMER     PAGE NUMBER: 2    FUNCTION: R
-----
USE:                  TO:
4 - Leave Hours Adjustments Menu  Update an employee's record to
                               reflect leave hours.

5 - Dollar Accumulations Adjustments Menu  Change an employee's dollar
                               accumulation amounts.

6 - MER Controls and Queries Menu      Display an employee's payroll
                               information.

                               Screen 2 of 3
-----
FUNCTIONS:  A= ADD  C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE  PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY

```

Master Employee Record Menu (Page 2) (Continued)

```

NSS0004                NPPS
MODE: DISPLAY          HELP FACILITY
TEMPLATE ID: MMER      PAGE NUMBER: 3    FUNCTION: R
-----
USE:                   TO:
7 - Payroll Suspense Maintenance Query    Display suspended payroll
                                           information for an individual
                                           employee or group of employees.

8 - Mass and Global Transactions Menu      Access the option to perform mass
                                           changes on payroll information.

9 - Start New Employee Add Chain          View a list of new employees
                                           and initiate the add chain.
                                           Screen 3 of 3
-----
FUNCTIONS:  A= ADD    C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END   PF4= DD  PF7= BKWD  PF8= FWD  PF9= COPY

```

Master Employee Record Menu (Page 3) (Concluded)

3.4.1 Benefits of Using Help

Help screens which accompany menus display an explanation of the choices available at the given menu. Help screens which accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.

The error and informational messages are not explained on the help screens. This is because these messages are self-explanatory. However, if you want more information about the error and informational message, refer to Appendix B.

3.4.2 Instructions for Using Help

If you have a question about a particular menu or template, press **PF1** in order to access help. When you request help, NPPS shows you the first help screen for the template you are viewing. The additional help screens for the template are available one page at a time. Press **PF8** to page forward through the set of screens and **PF7** to page backward. If you want to move directly to a specific page number, type the desired page number in the appropriate field at the top, center of the screen and press **ENTER**. When you are finished with the help screens, press **PF3** and you will return to the original template that you were viewing when you requested assistance.

Authorized individuals may add new help screens, change the contents of existing help screens, and delete unwanted help screens. For more information on updating the help screens, refer to Section 4.3.1.4.

3.4.3 Data Dictionary

The data dictionary is available both online and in print. Since the online version of the data dictionary is easily accessible when you are working in NPPS, you will probably not require the printed version on a regular basis.

The data dictionary contains every data name, its corresponding field names, and any corresponding acronyms. The online data dictionary enables you to locate all three versions of the data name with equal efficiency by typing in the version you would like at the time you request information. For each data name, the dictionary provides a description of the name, its source, the file(s) in which the name may be located, and its edit criteria. The dictionary also provides the type and size of the data name.

You may access the data dictionary by typing **DD** in the command line and pressing **ENTER**. This method may be executed from any template or menu with a command line.

If the data dictionary cannot locate the field by the name you have provided, you can initiate a search for the field by pressing **PF1** and choosing the type of name you seek and the starting value. When you finish reviewing the description of the field, press **PF3** to exit the data dictionary and return to the menu or template you were viewing when you first requested help.

3.4.4 Instructions for Using the Data Dictionary

The steps to look up a data name in the printed version of the data dictionary are identical to looking up a word in a regular dictionary. You manually search for the data name according to its location in the alphabet.

Though the procedures for looking up a data name in the online version of the data dictionary are not as familiar to most individuals, they are just as simple once you learn them. First, you must access the data dictionary. This may be done from any NPPS screen with a command line. Then you type in the data name or begin a search for the name based on the first few letters. When you finish reviewing the information, you press **PF3** in order to return to your original location in NPPS. The procedures for looking up a name in the online data dictionary are as follows.

To Access the Online Data Dictionary from NPPS

1. Press HOME to move your cursor to the command line.
2. At the command line, type **DD** and press **ENTER**;
or
From any help screen, press **PF4**.

To Look Up a Known Data Name

The first screen of the online data dictionary is entitled, "NASA Personnel/Payroll System Glossary Inquiry."

```

UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: _____

Enter Data Name and press 'RETURN' to start inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP          PREV                                QUIT

```

Data Dictionary

At the Data Name blank, type in the name and press **ENTER**.

```

UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: NAME: LAST_____

Enter Data Name and press 'RETURN' to start inquiry
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP          PREV                                QUIT

```

Look Up Known Data Name

You will then receive the first screen of information about this name. You may view the second and third screens of information by pressing **ENTER** (refer to the following screens) or return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM2100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: NAME: LAST
Source: SF 52                      Type: A    Size: 22.0

Description:
    Last name by which an employee is designated on
    official transactions

                          Press 'RETURN' to continue inquiry ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV                                     QUIT
    
```

Last Name Field (Page 1)

```

UDDM2300          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: NAME: LAST

      ADABAS FILE NAME      ADABAS FIELD NAME
      =====
1  NPS2-PER-MASTER        PER-NAME-LAST
2  NPS2-PER-PMRS          PMRS-NAME-LAST
3  NPS2-PAY-MASTER        PAY-NAME-LAST
4
5
6
7
8
9
10

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV          BCKWD FORWD          QUIT
    
```

Last Name Field (Page 2)

To Look Up an Unknown Data Name

1. At the Data Name blank, type in an approximation of the correct data name and press **ENTER**.

If you do not type in the exact data name, the dictionary will display a message at the bottom of the screen which explains that the data name you entered was not found. You will be prompted to press **PF1** for help.

```

UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: LAST NAME_____

Data Name as entered NOT found.  Use F1 for HELP...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      PREV                                QUIT
  
```

Look Up Unknown Data Name

2. Press **PF1** and view the following pop-up menu which is used to initiate a search for an unknown data name.

```

UDDM1000          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Data Name: LAST NAME_____

+-----+
| Search by : 1) Data Name |
|                   2) Field Name |
|                   3) Cancel Search |
| Starting from: LAST NAME_____ |
+-----+

Data Name as entered NOT found.  Use F1 for HELP...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      PREV                                QUIT
  
```

Initiate Data Name Search

3. Select the type of name for which you want to search.

1 = Data Name
 2 = Field Name
 3 = Cancel Search

This inquiry presents two options for glossary search: data name and field name. The option you select depends on whether your search is for a data name that is used as the descriptive full text name in the glossary, or the field name that is defined to the data management software and is used programmatically to access the data in the programming and query language (super natural and natural).

4. Select the Data Name option and type in the letter(s) you select as a starting point for your search for a data name and press **ENTER**.
5. At the listing, view the data names until you find the name you are seeking (refer to the following screen). If you do not locate the name on the first display screen, press **ENTER** to move to the next screen.

```

UDDM1100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by       : Data Name
Starting from:  LAST NAME_____
Mark 'X' for Detail   Data Name
=====
-                   LEAVE PERIOD: CURRENT
-                   LEAVE PERIOD: TOTAL
-                   LEGAL AUTHORITY CODE: 1
-                   LEGAL AUTHORITY CODE: 2
-                   LUMP SUM: FED W/H 20% RATE IND
-                   LUMP SUM: LEAVE ADJ
-                   LUMP SUM: LEAVE HOURS
-                   LUMP SUM: LEAVE HRLY RATE
-                   LUMP SUM: LEAVE PAYMENT
-                   LUMP SUM: LEAVE PAYMENT YTD
-                   LUMP SUM: RESTORED HOURS
-                   LWOP: NTE DATE
-                   Press 'RETURN' to continue scrolling ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
PREV                                               QUIT
  
```

View Data Name Listing

6. When you locate the data name, enter **X** in the blank to the left of the name and press **ENTER** (refer to the following screen). You will then receive the first screen of information about this data name. You may view the second screen of information by pressing **ENTER** or return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM1100          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Data Name
Starting from: LAST NAME_____
Mark 'X' for Detail   Data Name
=====
-                   MILITARY LEAVE: DAYS LIMIT
-                   MILITARY LEAVE: USED B/W HOURS
-                   MILITARY LEAVE: USED DAYS FYTD
-                   MILITARY LEAVE: USED WEEK 1
-                   MILITARY LEAVE: USED WEEK 2
-                   MILITARY LEAVE: USED YTD HOURS
-                   MINORITY CODE
-                   MISCELLANEOUS REQUIRED AMT
-                   MISCELLANEOUS YTD
-                   NAME: FIRST
-                   NAME: GENEALOGICAL SUFFIX
X                   NAME: LAST
Press 'RETURN' to continue scrolling ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  PREV                                     QUIT

```

Select Desired Data Name

To Look Up an Unknown Field Name

1. Press **PF1** and view the pop-up menu which is used to initiate a search for an unknown name.
2. Select the Field Name option and type in the letter(s) you select as a starting point for a field name and press **ENTER**.
3. At the listing, view the field and data names until you find the name you are seeking (refer to the following screen). If you do not locate the name on the first display screen, press **ENTER** to move to the next screen.

```

UDDM1300          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Field Name
Starting from: _____
Mark 'X'

Detail Field Name          Data Name
=====
-  A-L-PT-CARRY-OVR       ANNUAL LV: P/T CARRY OVER HIST
-  ADDR-AWARD-DATA        AWARD: PE GROUP DATA
-  ADDR-AWD-CITY-DED       AWARD: CITY TAX DED
-  ADDR-AWD-CNTY-DED       AWARD: COUNTY TAX DED
-  ADDR-AWD-EARN           AWARD: EARNINGS
-  ADDR-AWD-EFDATE         AWARD: EFF DATE
-  ADDR-AWD-FEDTX-DED      AWARD: FED TAX DED
-  ADDR-AWD-FICA-DED       AWARD: FICA DEDUCTION
-  ADDR-AWD-FICA-EARN      AWARD: FICA EARNING AMOUNT
-  ADDR-AWD-FICA-GOV-DED   AWARD: FICA GOV DED
-  ADDR-AWD-HIT-DED        AWARD: HIT DEDUCTION
-  ADDR-AWD-HIT-EARN       AWARD: HIT EARNING AMOUNT

                PRESS 'RETURN' TO CONTINUE SCROLLING ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                PREV                                     QUIT

```

View Field Name Listing

4. When you locate the field name, enter **X** in the blank to the left of the name and press **ENTER**. (Refer to the following screen.) You will then receive the first screen of information about this field name. You may view the second screen of information by pressing **ENTER**, or you may return to the initial Glossary Inquiry screen by pressing **PF3**.

```

UDDM1300          NASA PERSONNEL / PAYROLL SYSTEM
                  GLOSSARY INQUIRY

Search by      : Field Name
Starting from: _____
Mark 'X'
Detail Field Name          Data Name
=====
-   A-L-PT-CARRY-OVR      ANNUAL LV: P/T CARRY OVER HIST
-   ADDR-AWARD-DATA       AWARD: PE GROUP DATA
-   ADDR-AWD-CITY-DED     AWARD: CITY TAX DED
-   ADDR-AWD-CNTY-DED     AWARD: COUNTY TAX DED
x   ADDR-AWD-EARN         AWARD: EARNINGS
-   ADDR-AWD-EFDATE       AWARD: EFF DATE
-   ADDR-AWD-FEDTX-DED    AWARD: FED TAX DED
-   ADDR-AWD-FICA-DED     AWARD: FICA DEDUCTION
-   ADDR-AWD-FICA-EARN    AWARD: FICA EARNING AMOUNT
-   ADDR-AWD-FICA-GOV-DED AWARD: FICA GOV DED
-   ADDR-AWD-HIT-DED      AWARD: HIT DEDUCTION
-   ADDR-AWD-HIT-EARN     AWARD: HIT EARNING AMOUNT

                PRESS 'RETURN' TO CONTINUE SCROLLING ...
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                PREV                                QUIT

```

Select Desired Field Name

To Exit the Online Data Dictionary and Return to NPPS

Press **PF3**.