

**User and Operations Guide**  
**NASA Payroll / Personnel System**  
**Table of Contents**

**\* User will verify version is current before use \***

<b>1</b>	<b>INTRODUCTION.....</b>	<b>1-1</b>
1.1	IDENTIFICATION .....	1-1
1.2	PURPOSE .....	1-1
1.3	SCOPE .....	1-1
<b>2</b>	<b>OPERATIONAL DESCRIPTION.....</b>	<b>2-1</b>
2.1	OPERATIONAL SCENARIO/FUNCTIONAL DATA FLOW .....	2-1
2.1.1	Annual Events .....	2-2
2.1.2	Employee Life Cycle .....	2-11
2.1.3	Biweekly Pay Process.....	2-15
2.1.4	Personnel Processing .....	2-21
2.1.5	Payroll Processing .....	2-23
2.1.6	Personnel and Payroll Common Processing .....	2-25
<b>3</b>	<b>USER INTERFACE.....</b>	<b>3-1</b>
3.1	SYSTEM ACCESS.....	3-1
3.1.1	Logon and Logoff Procedures .....	3-1
3.1.2	Valid System ID and NPPS Password .....	3-1
3.1.3	Agency Payroll Consolidation Logon.....	3-2
3.1.4	Agency Leave and Earning .....	3-2
3.2	SYSTEM LAYOUT .....	3-3
3.2.1	Menus and Templates.....	3-3
3.2.2	Screen Conventions .....	3-7
3.3	NAVIGATION TECHNIQUES .....	3-10
3.3.1	Menu Choices .....	3-10
3.3.2	Command Line.....	3-12
3.3.3	PF Keys .....	3-13
3.3.4	Chained Set of Screens ENTER Key .....	3-14
3.3.5	Personnel Actions Hot Key .....	3-14
3.4	HELP SUPPORT .....	3-14
3.4.1	Benefits of Using Help.....	3-16
3.4.2	Instructions for Using Help .....	3-16
3.4.3	Data Dictionary.....	3-16
3.4.4	Instructions for Using the Data Dictionary .....	3-17
<b>4</b>	<b>ONLINE/INTERACTIVE CAPABILITIES .....</b>	<b>4-1</b>
4.1	PERSONNEL.....	4-2
4.1.1	Personnel Actions Main Menu.....	4-4

4.1.2 Planning Action Menu .....	4-24
4.1.3 Mature Process Menu.....	4-27
4.1.4 SF 50/SF 52 Processing Menu .....	4-29
4.1.5 Tables Maintenance Menu.....	4-32
4.1.6 Mass Actions Menu.....	4-49
4.1.7 Personnel History File Maintenance.....	4-72
4.2 PAYROLL .....	4-100
4.2.1 Description and Execution - CPO Center.....	4-101
4.2.2 Payroll Actions (MER) Menu .....	4-102
4.2.3 Pay Computations (T&A and Vouchering) .....	4-238
4.2.4 Payroll Table Processing .....	4-261
4.2.5 Non-personnel Action Cash Awards Processing.....	4-268
4.3 APPLICATION ADMINISTRATION .....	4-272
4.3.1 Application Administration Menu .....	4-273
<b>5 BATCH USER CAPABILITY .....</b>	<b>5-1</b>
5.1 BATCH JOB SCHEDULING .....	5-4
5.1.1 Batch Job Scheduler Main Menu .....	5-6
5.2 BATCH JOB MAINTENANCE .....	5-16
5.2.1 Batch Job Maintenance Utilities Main Menu .....	5-17
<b>APPENDIX A APPLICABLE DOCUMENTS .....</b>	<b>A-1</b>
REFERENCE DOCUMENTS.....	A-1
RELATED DOCUMENTS .....	A-1
<b>APPENDIX B ERROR MESSAGES/USER RESPONSE LIST .....</b>	<b>B-1</b>
INFORMATIONAL MESSAGES.....	B-1
EDIT FAILURE MESSAGES .....	B-1
SEVERE DISCREPANCY MESSAGES .....	B-2
FATAL ERROR INFORMATION SCREEN.....	B-2
NPPS MER MESSAGES.....	B-3
NPPS T&A MESSAGES.....	B-6
<b>APPENDIX C PRODUCTION OPERATIONS GUIDE FOR NPPS.....</b>	<b>C-1</b>
CA00006 PAYROLL PAY PERIOD INITIALIZATION .....	C-5
CA00009 PAYROLL NORMALS RECOMPUTATION.....	C-7
NE0SF50 PERSONNEL SF 50 .....	C-8
NE0SF52 PERSONNEL SF 52 .....	C-10
NE00001 PERSONNEL PLANNING ACTIONS REPORT .....	C-12
NE00003 PERSONNEL DAILY REPORTS .....	C-13
NE00004 TSP LETTER.....	C-14
NE00010 APPR ACT NOT REG 50 .....	C-15
NE00081 ANNUAL COMPARABILITY INCREASE (ACI).....	C-16
NE00096 PERSONNEL MASTER TIME FILE RECALCULATION .....	C-17
NE00366 PERSONNEL INSTALLATION-UNIQUE INTERFACE .....	C-18
NE00370 NASA PERSONNEL EDIT ERROR REPORT.....	C-19
NE00008 PERSONNEL BATCH MATURE .....	C-20

NE00002 PERSONNEL MATURE REPORTS .....	C-22
CA00001 PAYROLL BATCH MATURE .....	C-23
CA00003 PAYROLL BATCH T & A.....	C-24
CA00004 PAYROLL FINAL PRODUCTS AND RECONCILING REPORTS .....	C-27
CA00005 PAYROLL FINAL REPORTS .....	C-29
NECAPP1 PERSONNEL BIWEEKLY CAPPS SUBMISSIONS .....	C-31
NECAPP2 PERSONNEL CAPPS MONTHLY SUBMISSIONS.....	C-32
NECAPP3 PERSONNEL CAPPS QUARTERLY SUBMISSIONS .....	C-33
NECAPP4 PERSONNEL EOFY CAPPS SUBMISSIONS.....	C-34
CA00024 CFC INSTALLATION-UNIQUE INTERFACE .....	C-35
CA00025 CHILD SUPPORT BIWEEKLY NEW HIRES .....	C-36
CA00026 CHILD SUPPORT QUARTERLY WAGES .....	C-37
CA00027 ADMINSTAR REFRESH.....	C-38
CA00045 CALIFORNIA STATE TAX QUARTER TAPE .....	C-39
CA00014 PAYROLL LEAVE YEAR-END .....	C-40
CA00015 PAYROLL FISCAL YEAR-END .....	C-42
CA00020 PAY YEAR-END UPDATE .....	C-43
CA00021 PAY YEAR-END REPORTS .....	C-44
CA00022 CREATE YEAR-END SSA TAPE .....	C-46
PERSONNEL AND PAYROLL INDIVIDUAL REPORTS .....	C-47
CPO UNIQUE JOBS.....	C-59
EXTERNAL INTERFACES .....	C-61
FORMS UTILIZED.....	C-63
CPO MODIFICATIONS TO CORE .....	C-64
AUTO SCHEDULE JOB.....	C-65
<b>APPENDIX D INDEX BY JOB TASK.....</b>	<b>D-1</b>
<b>APPENDIX F BATCH JOB PARAMETER INPUT SCREENS .....</b>	<b>F-1</b>
NEO252 RETENTION REGISTER PARM SCREENS.....	F-1
NEO255 RETENTION REGISTER LITE PARM SCREEN .....	F-3
CPO BATCH JOB PARAMETER INPUT SCREEN.....	F-5
NE00400/NE00410 SF50/SF52 NOTIFICATION OF PERSONNEL ACTIONS .....	F-6
<b>APPENDIX G ABBREVIATIONS AND ACRONYMS.....</b>	<b>G-1</b>

THIS PAGE INTENTIONALLY LEFT BLANK