

1 INTRODUCTION

This User and Operations Guide (UOG) provides the operating procedures for the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS).

1.1 Identification

This UOG is a reference manual which provides the NPPS functional user and operations personnel with operating instructions.

NPPS is an agencywide system which assists each NASA installation in the administering of personnel/payroll processing and record keeping activities. NPPS was developed to replace the previous personnel and payroll systems at these installations as part of the uniform system development effort, promoted by NASA Headquarters (HQ) and the Federal Government.

This document is identified as the NASA Personnel/Payroll System User and Operations Guide.

1.2 Purpose

This UOG provides instructions for using NPPS as a tool to process personnel and payroll. This guide is specifically written for professionals who have the knowledge and skills necessary to administer personnel and payroll processing, but have no prior experience with an online system such as NPPS.

Explanations of individual data items which appear on the screens (i.e., grade, step, payblock, etc.) are not explained in the NPPS UOG; these items are described in the online data dictionary.

1.3 Scope

The UOG provides an operational overview of the NPPS, including a scenario of processes supported throughout the annual cycle, in Section 2.0. The system conventions and navigational options are described in Section 3.0. The online capabilities (i.e., personnel processing, payroll processing, and application administration) are described in Section 4.0. The batch capabilities are described in Section 5.0. The appendices provide supporting information such as the error messages and operations procedures.

In addition to this document, two online support features are available for the NPPS functional user: the help facility (which contains basic system conventions and menu navigation assistance) and the data dictionary. Both of these facilities may be accessed from almost any NPPS screen.

Also, the Marshall Space Flight Center (MSFC) Help Desk phone number (256-544-6673) is provided for obtaining assistance while using NPPS. This number may be used by each installation's NPPS Application Coordinator. Any user experiencing problems with NPPS should first contact the NPPS Application Coordinator at that user's site. Then, if necessary, the coordinator may call the MSFC Help Desk phone number.