

VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

8.2

PrISMS Contract

08/24/01



National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, Alabama 35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.2**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

August 24, 2001

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.2**

Approved by

08/24/01

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Date

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, AL

August 24, 2001

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1. INTRODUCTION

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1.1 IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number – Software Release 8.2

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

1.2 PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1.3 SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 8.2, including the following:

- Changes implemented since the last release
- References to other documents affected by this release
- Changes to application files and data formats
- Detailed software installation procedures
- Validation procedures to ensure the reliability of the software changes.

1.4 CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA

Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

Telephone: (256) 544-5516

E-Mail: billy.graham@msfc.nasa.gov

FAX: (256) 544-1836

2. FUNCTIONAL INFORMATION

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2.1 FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

2.2 FUNCTIONAL INTERFACES

Not Applicable

2.3 CRITICAL ISSUES

Not Applicable

2.4 AFFECTED DOCUMENTS

The following documents will be affected by this release:

- NPPS System/Software Requirements Specification (SRS)
- NPPS-UOG-10, NPPS User and Operations Guide (UOG)
- Employee Express Interface Change Document (EEICD)

The modified pages of these documents will be distributed under separate cover.

2.5 APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3. TECHNICAL INFORMATION

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3.1 TECHNICAL SYSTEM INTERFACES

Not Applicable

3.2 DATA DICTIONARY CHANGES

The data dictionary changes are detailed in Appendix D, Installation Instructions.

3.3 SOFTWARE OBJECT CHANGES

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4 DATABASE ADMINISTRATION

The specific database administration activities for NPPS 8.2 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 8.2 are included in the Introduction of Appendix D, Installation Instructions.

3.4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4.3 Storage Considerations

Not Applicable

3.4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3.5 OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
EEICD	Employee Express Interface Change Document
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NOAC	Nature Of Action Code
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
SRS	System/Software Requirements Specification
UOG	User Operations Guide
VDD	Version Description Document

APPENDIX B
GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C
FUNCTIONAL CHANGE VALIDATION
PROCEDURES

VALIDATION PROCEDURES SOFTWARE RELEASE 8.2 PERSONNEL & PAYROLL

1. **94000446**
 - A. **Purpose:** Provide the optional capability to print SCD: Retirement Date on the SF50.
 - B. **Test Procedure:**
 - 1) Access table TSF50BLK, then change option 12 to the SCD Retirement Date for block 25.
 - 2) Suspend (via PERACT) a Personnel Action.
 - 3) Print (online or batch) the SF50.
 - C. **Validation:** Verify the SCD Retirement Date prints in block 25 of the SF50.

2. **96000307** and **20010020**
 - A. **Purpose:** Modify NPPS application security profiles and their respective functionalities.
 - B. **Test Procedure:** Create, change, and delete security profiles in NPPS Application Administration for select CPO, center Payroll, and center Personnel users in conjunction with constraints listed in "Validation" below.
 - C. **Validation 1:** CPO Payroll Security Administrators can only
 - 1) Reset Payroll user passwords
 - 2) Change Payroll users' security access on SECURADM and SECURFUN for Payroll-related fields.
 - 3) Copy from existing Payroll security IDs.
 - 4) Create new Payroll security IDs.
 - 5) Delete Payroll security IDs.
 - D. **Validation 2:** Installation Payroll Security Administrators can only
 - 1) Reset application user passwords.
 - 2) Change application user security access on SECURADM and SECURFUN.
 - 3) Copy from existing application security IDs.
 - 4) Create new application security IDs.
 - 5) Delete application security IDs.

- E. **Validation 3:** Personnel Security Administrators can only
 - 1) Reset Personnel user passwords.
 - 2) Change Personnel user security access on SECURADM and SECURFUN.
 - 3) Copy from existing Personnel security IDs.
 - 4) Create new Personnel security IDs.
 - 5) Delete Personnel security IDs.
 - F. **Validation 4:** Verify the Master Administrator (user with “U” in Payroll, Personnel, and Applications in SECURADM) is the only user who can enter a “U” in a SECURADM field.
3. **99000067**
- A. **Purpose:** Delete Relational Edit PNC on PD numbers for Pay Plan AD employees.
 - B. **Test Procedure:** Suspend (via PERACT) a Personnel Action, changing Position Description number to AD0100, for a Pay Plan AD employee.
 - C. **Validation:** Verify the PNC edit is not returned.
4. **99000082**
- A. **Purpose:** To correct an error causing Grade field in Personnel History to be blanked out when changes are made to other fields in HISTMAIN..
 - B. **Test Procedure:**
 - 1) Change (Function “C”) Functional Class in a desired Personnel Action to a period (.) in both the Before and After HISTMAIN fields.
 - 2) Exit HISTMAIN, then return to the selected NOAC in HISTMAIN.
 - C. **Validation:** Verify the Grade fields (Before and After) are unchanged on HISTMAIN, screen 8 of 25.
5. **99000083**
- A. **Purpose:** To prevent invalid bank Routing Numbers from updating NPPS payroll files in ALLOT and ADDR transactions.
 - B. **Test Procedure:** In screen ADDR, “change” a Direct Deposit Routing Number to a value not found in the table TFIN.
 - C. **Validation:** Verify the error message reads, *** ROUTING# KEY NOT FOUND AND MUST BE IN FINANCIAL TABLE.
6. **99000133**
- A. **Purpose:** Enable the printing of SF50s by range of Effective Dates in batch job reports (BJS).

- B. **Test Procedure:**
 - 1) Suspend (via PERACT) two Personnel Actions with differing Effective Dates.
 - 2) Using batch job NE0040, use a range of effective dates to print the suspended actions.
 - C. **Validation:** Verify the two test Personnel Actions print as requested.
7. **20000075**
- A. **Purpose:** Correct the alignment of Veteran's Preference on an SF50.
 - B. **Test Procedure:**
 - 1) Suspend two (via PERACT) a Personnel Actions, one with a "yes" and a second with "no" in Veteran's Preference.
 - 2) Print the SF50s.
 - C. **Validation:** Verify Veteran's Preference is aligned properly in the appropriate block
8. **20000079**
- A. **Purpose:** Add Performance Rating Effective Date Month and Year to the CAPPS Dynamics Tape.
 - B. **Test Procedure:**
 - 1) Suspend several (via PERACT) NOAC 990s, updating Effective Date Month and Year. At least one of these should have a Rating Effective Date greater than the Effective Date of the Personnel Action
 - 2) Mature the actions.
 - 3) Schedule and run job NECAPP1 to generate the "dynamics" tape.
 - C. **Validation:** Verify the appropriate Performance Rating Effective Dates are correct and in the desired format in columns 1810-1817 of the output TX file.
9. **20000103**
- A. **Purpose:** To show the field sizes on Report 111 have been increased to 7.2 spaces.
 - B. **Test Procedure:** Select employee for testing, command to FTAX screen, be sure employee has state tax code, go to CTAX, set city tax up for employee, be sure Retirement code is K or C, so FICA and HIT will be deducted.
 - 1) Enter Earnings subj to Fed tax, should be 7.2
 - 2) Enter state cur earnings should be 7.2

- 3) Enter city cur earnings should be 7.2
 - 4) Enter FICA earnings subj tax (subject to Limitation)
 - 5) Enter HIT earnings cur amt
 - 6) Run Report 111
- C. **Validation:** Verify that earnings show on Report 111 and amounts are not truncated.
10. **20000110**
- A. **Purpose:** To modify Performance Pattern to accept a combination of Current Rating = 0 and Performance Pattern = "A".
 - B. **Test Procedure 1:** Suspend (via PERACT) a NOAC 990, setting Current Rating = 0 and Pattern = A.
 - C. **Validation 1:** Verify the "3-star" message, "Cur Pattern Does Not Fall In Rating Criteria", is not returned.
 - D. **Test Procedure 2:** Using Mass Performance Rating (MPEFRAT), input Current Rating = 0 and Pattern = A for select employees.
 - E. **Validation 2:** Verify the "3-star" message, "Invalid Curr Rating/Pattern", is not returned.
11. **20000127**
- A. **Purpose:** To correct the reporting of Retention Allowance on the Fund Source 1 Report 818
 - B. **Test Procedure:** Schedule, run, and print Report 818 for "Current Pay Period".
 - C. **Validation:** Verify Retention Allowance is reported for the "biweekly" amount only rather than the annual amount.
12. **20000132**
- A. **Purpose:** To modify the N10 relational edit.
 - B. **Test Procedure:**
 - 1) Suspend a series of Personnel Actions for employees with Annuitant Indicators equal A, C, E, 1, 4, and 5, and entering Scheduled Basic Pay outside the range specified in TSALRANG or not equal to the applicable amount in TSALSTEP.
 - 2) Suspend a series of Personnel Actions for employees with Annuitant Indicators equal B, D, F, G, H, J, 2, 3, 6, 7, 8, and 9, and entering Basic Pay outside the range specified in TSALRANG or not equal to the applicable amount in TSALSTEP.
 - C. **Validation:** Verify the relational edit N10 is returned in each test case.
13. **20010004**

- A. **Purpose:** Purpose of test is to ensure that the YTD fields are reset and that the cumulative amounts are not reset to YTD fields.
- B. **Test Procedure:** Select employee for testing, verify that deductions are being taken for child support payments.
 - 1) Three pay periods will have to be processed to ensure that changes work properly.
 - 2) First cycle--give employee good time card and verify that child support deductions are taken and added to cumulative amounts on childsp screen.
 - 3) Run Job 4, Job 6
 - 4) Second cycle—give employee good time card, run Job 4, Job 20 (year-end job), and Job 6, and Job 9.
 - 5) Third cycle—give employee god time card, run Job 4, Job 6, and Job 9.
- C. **Validation:** Verify that employee's deduction comes out of pay and that the year to date fields are increased by the deduction amount. Verify that the cumulative amounts on the childsp screen are not reset at the beginning of the new pay year.

14. **20010005**

- A. **Purpose:** To ensure Prior Leave Year Ending dates change at the proper time
- B. **Test Procedure:** Set CTLPAY to PRIOR LEAVE YEAR ENDING DATE 01/02/99
 - 1) Current PP Beginning Date 12/05/99
 - 2) Current PP Ending Date 12/18/99
 - 3) TSP EFFDATE 12/28/99
 - 4) Run Job 6—dates for current PP beginning date will roll to 12/19/99
 - 5) Current PP Ending Date will roll to 01/01/00
 - 6) TSP EFFDATE will roll to 01/11/00
 - 7) Prior Leave Year ending date remains the same
 - 8) Run Job 6
 - 9) Prior Leave Year Ending Date will roll to 01/01/00
 - 10) Current PP Beginning Date rolls to 01/02/00
 - 11) Current PP Ending Date rolls to 01/15/00
 - 12) Change Current P Beginning date to 12/03/00
 - 13) Change PP ending Date to 12/16/00

- 14) TSP EFFDATE to 12/26/00
- 15) Run Job 6
- 16) Current PP Beginning Date rolls to 12/17/00
- 17) Current PP Ending Date rolls to 12/30/00
- 18) Prior Leave Year ending date stays the same
- 19) Run Job 6
- 20) Current PP Beginning Date rolls to 12/31/00
- 21) Current PP Ending Date rolls to 01/13/01
- 22) Prior Leave Year ending date stays the same
- 23) Run Job 6
- 24) Prior Leave Year Ending Date rolls to 01/13/01
- 25) Current PP Beginning Date rolls to 01/14/01
- 26) Current PP Ending Date rolls to 01/27/01
- C. **Validation:** Verify that Prior Leave Year Ending Dates are correct when Job 6 is run.

15. **20010007**

- A. **Purpose:** To correct the Report 818 header for the YTD version of the report.
- B. **Test Procedure:** Schedule, run, and print the Fund Source 1 Report 818, selecting the YTD option.
- C. **Validation:** Verify the From / To Dates in the report header accurately reflect the Fiscal Year reporting dates.

16. **20010012**

- A. **Purpose:** To ensure Report 250 has been removed from Job Menu and remove code from Job 4 runstream.
- B. **Test Procedure:**
 - 1) Logon to NPPS - Go to BJSM
 - 2) Look for Report 250 as a remote & Consolidated NPPS
 - 3) Run CA00004
- C. **Validation:** Verify Job 4 runs without error on NAB6162. Verify Report 250 has been removed from Report selections.

17. **20010014**

- A. **Purpose:** To increase field sizes on Report 116 for non-personnel awards

B. **Test Procedure:**

- 1) Add numerous non-Personnel awards thru Cash-Pay Screen.
- 2) Run Report 116

C. **Validation:** Verify award totals show on Report and that totals will go to 99,999,999.99.

18. **20010016**

A. **Purpose:** To ensure that Report 518 reports the current years non-personnel awards.

B. **Test Procedure:** Test procedure will have to be repeated at least 3 times in order to obtain the correct data

- 1) Change CTLPAY to pay period 12/16/00 and all other applicable dates to correspond to this pay period
- 2) Cashpay screen enter a SSN, name, Award Type of I and Gross Amount for the award, address
- 3) Submit Report 518 to run Consolidated
- 4) Submit Job 6---all dates on CTLPAY will roll to the next pay period
- 5) Enter another cashpay with a different SSN, name, Award Type I, an
- 6) Amount, an address, etc.
- 7) Run Report 518
- 8) Run Job 6---Repeat this process at least one more time

C. **Validation:**

- 1) Verify that the first award shows on Report 518 with the pay period ending date of 12/16/00.
- 2) Verify that the next award shows on the report, but that the award for 12/16/00 does not show on the report.
- 3) Verify that only the awards given show for the year in which they were paid.

19. **20010017**

A. **Purpose:** To ensure inactive employees, Duty Status = Z, do not show on Report 433

B. **Test Procedure:**

- 1) Select 2 active + 2 inactive employees, enter LWOP hours for all four employees
- 2) Run CA433 and also Run NA0021, Leave Year End Reports

- C. **Validation:** Verify from both the CA00433 and NA0021 that employees with duty status = Z do not show on the Report.

20. **20010019 and 20010054**

- A. **Purpose:** To show the change function will process numerous employees on the OTHADJ + INSADJ Screens without error. To show that display has been removed from INSADJ when suspending an action.
- B. **Test Procedure:** Select at least 25 employees and do a “C” function on OTHADJ + INSADJ Screens. Do a “S” for some employees.
- C. **Validation:** Verify that all change functions do NOT Produce error message

21. **20010022**

- A. **Purpose:** To implement State Tax “Exempt” status processing in Employee Express.
- B. **Test Procedure:**
 - 1) Select two test employees, one with State Tax “Exempt” status.
 - 2) Process EE transaction 0042, setting State Tax Marital Status equal “X”.
 - 3) Process EE transaction 0042, changing the “exempt” employee’s State Tax Marital status to “S”.
 - 4) Mature the suspended Payroll actions.
 - 5) Print the Transaction Report (201).
 - 6) Run the Create EE Master File and save the output dataset.
- C. **Validation:**
 - 1) Verify the formerly non-exempt employee now has State Tax “exempt” status.
 - 2) Verify the formerly exempt employee now has State Tax Marital Status equal “S”.
 - 3) Verify normals have been recalculated as expected to account for the changes in state tax status.
 - 4) Verify the EE Master File reflects an “X” in Marital status for newly “exempt” employee.

22. **20010024**

- A. **Purpose:** To convert Military days to hours and prorate hours based on work schedule
- B. **Test Procedure:**

- 1) Run Conversion Tool to Change military days to hours.
 - 2) Select employee for testing – give employee good T+A using reg time hours + military leave hours.
 - 3) Run Report 315 to display hours
 - 4) Run Job 15 to give military leave hours to eligible employees
- C. **Validation:** Verify days Converted to hours. Verify Job 15 advanced the correct number of hours based on employee’s work schedule.

23. **20010027**

- A. **Purpose:** Add Relational Edits VVE and VVF to better coordinate data in Veteran Status and Veteran’s Preference.
- B. **Test Procedure 1:**
- 1) Select an employee with Veteran’s Preference = 2, 3, 4, or 6.
 - 2) Suspend (via PERACT) a Personnel Action setting Veteran Status = x
- C. **Validation 1:** Verify the Relational Edit VVE is returned. Verify the VVE message (in TOPMMSG) reads, “The Veteran Status Must Not Equal ‘X’ When The Veteran Preference Is 2, 3, 4, or 6”.
- D. **Test Procedure 2:**
- 1) Select an employee with Veteran’s Preference = 1 or 5.
 - 2) Suspend (via PERACT) a Personnel Action setting Veteran Status = b (or any value other than x).
- E. **Validation 2:** Verify the Relational Edit VVF is returned. Verify the VVF message (in TOPMMSG) reads, “If Veteran’s Preference Is 1 or 5, The Vet Status Must Be X”.

24. **20010030 and 20010044**

- A. **Purpose:** To ensure CA00419 produces W-2 data, but does not include royalties for Non-personnel awards- To ensure Center + Agency totals are Provided
- B. **Test Procedure:** Submit Job CA000419 and run for Multiple Centers, also submit job and select Center + Agency totals only.
- C. **Validation:** Verify that Report 419 will run Consolidated- Verify report will provide Center and Agency totals only on request.

25. **20010031**

- A. **Purpose:** To ensure that Employees who receive 1099 for Non-Personnel Cash Awards are shown on report
- B. **Test Procedure:** Select employees and give them an award thru the Cash Pay process.

C. **Validation:** Verify employees information are displayed on Report 427A.

26. **CCR 20010033**

- A. **Purpose of test:** To ensure that the SSA Tape has been modified according to Social Security Administration requirements
- B. **Test Procedure:** Select employee with retirement Code 1, with state and city tax, change to another state and another city. Select employee with retirement code K, with PCS earnings with state and city tax. Change to another state with no city tax. Give an employee an award with NOAC 840, give another employee a NON-Personnel award. Select someone who has a TSP deduction. Terminate someone with a NOAC 350 (Death).
 - 1) Reactivate someone and pay LSL. Select someone with retirement code 2 and someone with EIC.
 - 2) Give each test employee a good time card. Run Job 4 and CA00022. Look at the SSA Tape dataset. Run Report 408 for state tax.
 - 3) Run Report 419.
- C. **Validation:** Verify that test employees data appears in the correct column in the dataset. Verify that the 508 and 509 agree with the 408 and 419.

27. **20010036**

- A. **Purpose:** No test required
- B. **Test Procedure:** No test required
- C. **Validation:** Locate Appendix G and verify that Report 309 has been changed.

28. **20010047**

- A. **Purpose:** Modify Personnel Action processing for invalid LOA indicators..
- B. **Test Procedure:**
 - 1) Delete a table entry from TLOA.
 - 2) Process an action through PERACT for an employee with the deleted LOA indicator.
- C. **Validation:**
 - 1) Verify no Locality Pay is calculated.
 - 2) Verify that the new Relational Edit "DLA" (from TOPMMSG) is returned.
 - 3) Verify that, if Locality is already present, it has been reset to zero.

29. **20010059**

- A. **Purpose:** Modify the Leave and Earnings Statement (L & E) Xerox form to bold face the borders around leave categories.
- B. **Test Procedure:** Process a Payroll for selected test employees, printing the new L & E statements
- C. **Validation:** Verify the form includes bold face type around the leave categories.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.2
AUGUST 2001**

The purpose of this release is to implement the changes allocated to software release 8.2 described below.

SOFTWARE RELEASE 8.2

RC 1620s IMPLEMENTED

CCR	Description
94000446	SCD: Retirement Date Needs to Print on SF50 as option
99000067	PD Numbers for Pay Plan AD Employees – Delete Edit
99000083	Invalid Routing Number Through Employee Express
20000079	Performance Ratings – Effective Date year and Month are not on Dynamics Tape
20000110	Change 3 Star Edit Criteria for Performance Pattern
20000127	Retention Pay is not Being Captured Accurately in the 818 Report
20000132	The N10 Relational Edit is not Working Properly and the Text is Incorrect
20010005	CTLPAY Prior Leave Ending Date Reset Incorrectly
20010012	Delete History File that is No Longer Used
20010017	Report 433 Needs Inactive Employees Excluded
20010020	NPPS Security
20010022	State Tax Exempt Through Employee Express
20010024	Military Leave Needed in Hours Instead of Days
20010027	Edit for Veteran Status Codes
20010031	Need New Report for Balancing 1099's
20010033	New SSA/IRS Format and Corresponding 508 Used to Balance
20010036	Report 309 Change Documentation
20010044	Consolidate Report 419
20010047	Change LOA Indicator
20010059	Add Bolded Lines to L&E Leave Areas
20010078	CASHPAY screen will not Process Invalid Dates (ER)
20010090	Fed Tax for Awards and Lump Change to 27.5% (ER)

***** **RECORD COUNT = 22**

DR 1620s IMPLEMENTED

CCR	Description
96000263	Documentation Error In Formula
96000307	Security Profile Update
99000082	Personnel History – Grade Field Blanking Out
99000133	Batch SF50/SF52 by Effective Date Range
20000075	SF50 Veteran's Preference Box
20000103	Report 111 Field Too Small
20010004	Child Support Cum & YTD Reset Problem
20010007	Agency Portion of Report 818 has incorrect To & From Header Date
20010014	Report 116 Royalty Award Field Size Needs to be Increased
20010016	Report 518 Totals are Incorrect for PP 1 and 2
20010019	OTHADJ and INSADJ Screens Change Feature Not Working Correctly
20010030	Report 419 Incorrect for Non-Personnel Cash Awards
20010054	Invalid Display on INSADJ Screen for Suspense
20010100	Reset Bond Series Code (ER)

******* RECORD COUNT = 14**

APPENDIX D
INSTALLATION INSTRUCTIONS

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.2
August 2001**

Introduction

Release Date – August 24, 2001

Release Inventory:

Dataset Names:

The following datasets are located on the transient storage DASD volumes under the following data sets names:

- MSMOV.NPPS.PROD.R820.R0801.DOC
- MSMOV.NPPS.PROD.R820.R0801.GLS
- MSMOV.NPPS.PROD.R820.R0801.SRC
- xxMOV.NPPS.PROD.R820.R0801.PRD

Physical media:
VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone: (256) 544-5516
E-Mail: billy.graham@msfc.nasa.gov
Fax: (256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

- 1.0 Backup Existing Data
- 2.0 Copy Source/Object Code
- 3.0 Pre-Predict Data Conversion
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 7.0 Post-Predict Data Conversion
- 8.0 JCL/BJX/Xerox Modifications
- 9.0 Special Instructions
- 10.0 Installation Checklist

1.0 BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0 COPY SOURCE

2.1 Copy Source Modules

When installing software release 8.2, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R820.R0801.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Copycode	0
Maps	9
Helproutines	0
Subroutines	6
Subprograms	1
Local/Param Data Areas	1
Programs	60
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	77
Total Views Unloaded	0
Total Objects Read	77
Total Object Unloaded	77

2.2 List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.2.

MODULE	Description
EEB001	Read Transaction In From OPM
NAB111	Rpt 111 – Permanent Change of Station Report
NAB116	Rpt 116 - Cash Awards Royalties
NAB315	Leave Status Report
NAB419	Checkout Report for W2 Tax Forms
NAB419A	W2 Checkout for Non-NPPS Employees
NAB419B	Write Grand Total Page
NAB424	Year End Leave Report
NAB427	Process 1099 Forms – Misc Income
NAB433	Reset LWOP: SCD Hours Report
NAB518	Process W2 Forms – Non-Personnel
NAB555	Leave and Earnings Module
NAB557	Leave and Earnings Reprint Module
NAB6020	Fiscal Year End Update
NAB6040	Generate SSA Tape and Report – I
NAB6041	Generate SSA Tape and Report – II
NAB6042	Generate SSA Tape and Report – III
NAB6043	F and T Record – Statistical Report 509
NAB6050	End of Year Update

MODULE	Description
NAB6142	Bond Initialization
NAB818	Source of Funds Report – Current Pay Period
NAB818A	Source of Funds Report – Print from globals
NAB818B	Source of Funds Report – FTE YTD
NAB818C	Source of Funds Report – Agency Totals
NAF424A	Year End Leave Report
NAM1270	Lump Screen
NAM1390	Screen for OTHLV
NAM2080	TLIMIT Table
NAM419	Parm Screen for Report 419
NAM6040	SSA Year End Tape
NAO1231	Voluntary Savings Allotment
NAO1262	Employee Insurance Adjustments Invalid Display on INSADJ screen for Suspense
NAO1263	Employee Other Adjustments
NAO1390	Other Leave Used YTD
NAO3120A	Official Pay Record
NAO3120B	Official Pay Record
NAO3130D	Leave Accounting
NAO3150C	Official Pay Record – Net Pay
NAO3160C	Official Pay Record – Backout
NAO419P	Parm Module for Report 419
NAO6040P	Parameter for SSA Tape
NAO7110B	Non-Personnel Cash Awards
NEB9710	CAPPS TX Submission File
NEM4050	SF50 Print Fields
NEM5153	SF50 Block Map
NEOC001	History Maintenance Main Menu
NEO1900A	Screen A Edits
NEO1900L	Screen L Edits
NEO1917	Relational Edit Module – V VE/V VF
NEO1918	Relational Edit Module – PNC
NEO1921	Relational Edit Module – N10
NEO1961	Relational Edit Module – DDL
NEO3140	Award Processing
NEO400P	SF50 Parameter Module
NEO4050	SF50 Print Fields
NEO5153	SF50BLK Table Maintenance
NEO9090	Mass Performance Rating
NPB4070	Payroll Control Auto Update

MODULE	Description
NPL818LA	NPS2-PAYHIST-ONE View
NPM1110	Security Profiles – SECURLIST
NPO1000	Security Procedure – Main Menu
NPO1010	Security Profile Copy
NPO1100	SECURADM Template
NPO1110	Security Profile Listing
NPO1300	Security Procedure – SECUREFUN Template
NPS606SA	Payroll Initialization Breakout
NSS1110L	Spot Award Gross Computation
NSS1330	Initialize Detail Level Permissions
NSS1900K	Get Pay Fields
NSS4050A	SF50 Ext Subrtn EXT-BUILD-BLOCKS

RELEASE PROGRAMS (MOD) ==> 70

2.3 List of Source Code Additions

The following is a list of all modules that were created for the software release 8.2.

MODULE	Description
NAB419C	Write Agency Totals
NAB427A	New – 1099 Balancing Report
NPO100NA	EXT-Identify-Security-Types
NPTL0039	Convert Military Days to Hours
NPTL0040	Reset SECURADM Fields
NPTL0041	Reset Invalid State Codes
NPTL0042	Reset Bond Series Code

RELEASE PROGRAMS (NEW) ==> 07

2.4 List of Source Code Deletions

The following is a list of all modules that were deleted for the software release 8.2.

MODULE	Description
NAB250	TALC Adjustments and Resolution
NAB6065	Call to TALC Post as Paid
NAB6068	Initialize TALC File During Initialization
NAB6162	Adjustment History Update

RELEASE PROGRAMS (DEL) ==> 04

3.0 PRE-PREDICT DATA CONVERSION

Not applicable

4.0 INSTALL PREDICT

4.1 Data Dictionary Changes

This release includes the enhancements for version 8.2.0. Details for changes in this release can be found under paragraph 4.1.3, Physical File Changes, or by performing Predict reporting on the keyword NPPS-8.2.0.

Use SYSDICBE to load the PREDICT modifications from the dataset MSMOV.NPPS.PROD.R820.R0801.PRD.

It is not necessary to regenerate any of the DDMs. The only modifications were to extended description documentation.

4.1.1 Inventory of Objects

The object types and inventory listed below represent a comprehensive count of the PREDICT object modules for this release.

Predict Objects by Type:

Keyword	1
Standard Files	0
Conceptual Files	1
ADABAS Files and Views	15

4.1.2 Storage Considerations

The changes represented by this release should not affect storage requirements.

4.1.3 Physical File Changes

Not applicable

5.0 INSTALL DATA GLOSSARY

Load the ADABAS file NPS2-DATA-GLOSSARY (file #243, 4238 records) from the dataset MSMOV.NPPS.PROD.R820.R0801.GLS using the following ADABAS ADASAV utility commands.

```
ADASAV RESTORE OVERWRITE  
ADASAV FMOVE=243
```

Changes were made to update the following data glossary entries:

```
EMPL-CTNR-RTNG-PTRN-CODE  
INSTALLATION CODE  
EMPL PRIOR PP DATE  
SSN  
EMPL PRIOR PP SRC NMBR  
EMPL PRIOR PP NEW SHIFT NMBR  
EMPL PRIOR PP OLD SHIFT NMBR  
EMPL PRIOR PP REG HRS QTY  
EMPL PRIOR PP OT HRS QTY  
EMPL PRIOR PP NITE HRS QTY  
EMPL PRIOR PP SUN HRS QTY  
EMPL PRIOR PP HAZ HRS QTY  
EMPL PRIOR PP CT ERND HRS QTY
```

EMPL PRIOR PP CT USED HRS QTY
EMPL PRIOR PP HOL WKD HRS QTY
EMPL PRIOR PP AL HRS QTY
EMPL PRIOR PP SL HRS QTY
EMPL PRIOR PP LWOP HRS QTY
EMPL PRIOR PP SUSP HRS QTY
EMPL PRIOR PP AWOL HRS QTY
EMPL PRIOR PP HOL LV HRS QTY
EMPL PRIOR PP RSTR LV HRS QTY
EMPL PRIOR PP OTHLV1-CODE
EMPL PRIOR PP OTHLV1-HRS-QTY
EMPL PRIOR PP OTHLV2-CODE
EMPL PRIOR PP OTHLV2-HRS-QTY
EMPL PRIOR PP OTHLV3-CODE
EMPL PRIOR PP OTHLV3-HRS-QTY
EMPL PRIOR PP OTHLV4-CODE
EMPL PRIOR PP OTHLV4-HRS-QTY
EMPL PRIOR PP BASE PAY AMT
EMPL PRIOR PP OT PAY AMT
EMPL PRIOR PP NITE PAY AMT
EMPL PRIOR PP HOL WKD PAY AMT
EMPL PRIOR PP SUN PAY AMT
EMPL PRIOR PP HAZ PAY AMT
MILITARY LEAVE: BAL HOURS FYTD
MILITARY LEAVE: CARRYOVER HOURS
MILITARY LEAVE: CUR HOURS USED
MILITARY LEAVE: HOURS LIMIT
MILITARY LEAVE: USED HOURS FYTD
MILITARY LV: HOURS LIMIT HIST

The following data glossary entries have been deleted:

TALC IF RECORD CODE
EMPL PRIOR PP YEAR
EMPL PRIOR PP NMBR
EMPL PRIOR PP CMPLMNTY DATE

6.0 CATALOG SOURCE CODE

When installing software release 8.2, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

7.0 POST-PREDICT DATA CONVERSION

Not applicable

8.0 JCL/BJIS/Xerox MODIFICATIONS

JCL

20010012

- Delete NA00250 JCL stream
- Delete NAB6162 from the CA00004 streams
- NA00250 should be deleted from the JOB directory file
- Report 250 should be deleted from the report directory

20010024

- JCL to run tool NPTL0039 has been provided to the Operations team. This tool will convert current active duty employees' military days to hours.

20010030

- The NA00419 JCL stream should have the LRECL changed from 275 to 512, BLKSIZE changed to 23040, and RECFM changed to FB.
- The JCL for CA00419 should be created by cloning the existing NA00419 JCL stream.
- A JOB record will be created for CA00419 by copying the NA00419 job record. The first parameter program will be NPO950PA and the second will be NAO419P.
- A RPT record will be created for CA00419 by copying the 419 Report record.
- Records for the NA00419 jobs should be deleted from the centers if they are no longer going to be used.

20010031

- A new JCL stream for the 427A report should be created cloning the NA00427 job and removing CMPRT02. Rename datasets and report numbers accordingly.
- JOB and RPT records should be created copying the NA00427 information. No parameter programs are needed.
- NA00427 JCL should be amended to run the new 427A report
- A RPT record should be added for the 427A report off the NA00427 job.

20010033

- CMWKF03 in CA/NA00022 should have an LRECL of 512 (old one was 275) and BLKSIZE of 23040.

Xerox

L&E Form

A new Xerox form has been created for the Leave and Earnings Statement. This form name is LE3. This change incorporates the Military Leave Days headings changing to hours, and a bold outline around the leave sections at the bottom of the form.

The new form will be distributed to the Xerox contacts at each center via diskette or e-mail attachment whichever is applicable to the center.

External Datasets

The existing GDG generations of the Leave and Earnings Statement created using pre-8.2 software (CA00555) will run with the new Xerox form.

9.0 SPECIAL INSTRUCTIONS

9.1 Update NPPS Release Number

The following process will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 8.2, enter "08.20" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

9.2 Applicable Tables Updates

The following tables must be updated in support of the software changes in this release. See the applicable Tables Release VDD for a description.

- | | |
|------------|-------------------------------------|
| 1. TOPMMSG | 99000067/20000132/20010027/20010047 |
| 2. TPEFPAT | 20000110 |
| 3. TLIMIT | 20010024 |
| 4. TPAYMSG | 20010024 |

9.3 Security Updates

20010020 – **ALL** NPPS user-ids must have their security checked. All non-administrative ids (those with all blanks on the SECURADM) **MUST** have an 'X' in at least one of the administrative areas. This will identify them as payroll, personnel, or applications ids in respect to who can create their user-id and reset their password. All

administrative ids should be reviewed and updated as necessary. Further instructions on the security changes will be forthcoming from the Operations team.

9.4 Tools

NPTL0039 – This tool will change military days into military hours and should be run in batch. JCL information is contained in Section 8.0 JCL/BJX/Xerox MODIFICATIONS.

NPTL0040 – This tool will reset all SECURADM security fields except for specified master administrators. This tool can be run online for one or all centers with update on or off. See further security instructions in section 9.3 SECURITY UPDATES.

10.0 INSTALLATION CHECKLIST

- 1.0 Back Up Existing Data
- 2.0 Copy Source
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 8.0 JCL/BJX/Xerox Modifications
- 9.0 Special Instructions