

VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

8.3

PrISMS Contract

12/14/01



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 8.3**

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

December 14, 2001

**VERSION DESCRIPTION DOCUMENT
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NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.3**

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

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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 8.3

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 8.3, 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)

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

Not applicable

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 8.3 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 8.3 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 8.3 PERSONNEL & PAYROLL

1. 20000048

- A. **Purpose:** To remove TSP Fund references from YTDTSP screen and have the amounts show up as a single combined amount.
- B. **Test Procedure:**
 - 1) At the TSP and YTDTSP screen, check the amounts for each contribution type for two selected test employees.
 - 2) At the TSPADJ screen, make a negative adjustment for one employee and a positive adjustment for another.
 - 3) Give each employee a good time card at TAEDIT.
 - 4) Run Reports NA00202 (Payroll Register), NA00555, and NA00557 (Leave and Earnings Statement) for the test employees.
- C. **Validation:**
 - 1) Verify the negative and positive TSP adjustments are reflected accurately made by comparing amounts on the TSP, YTDTSP, and TSPADJ screens.
 - 2) Verify that the amounts on the Report 202 (Payroll Register) and NA00557 (Leave and Earnings statement) are the same as reflected on the TSP, YTDTSP, and TSPADJ screens.

2. 20000049

- A. **Purpose:** To remove the TSP Fund distribution information from the 200 Report.
- B. **Test Procedure:** Schedule and Run Report 200.
- C. **Validation:** Verify the YTD TSP amounts on the Report 200 (for the employees used in 20000048 above) are inclusive of all funds and that these amounts agree with the YTDTSP.

3. 20010032

- A. **Purpose:** To implement the capability to flag an employee's FEHB record to indicate mandatory family coverage per the Child Equity Act.
- B. **Test Procedure:**
 - 1) At PERACT, suspend NOAC 942 (FEHB Change), setting FEHB Code to "C" for a test employee.
 - 2) Mature the action.

C. Validation:

- 1) Verify the action suspends without error; and
- 2) Verify the action matures as expected by checking appropriate fields in PERMAST and HISTMAIN.

4. 20010064

A. Purpose: To implement city tax (code 005) for Brook Park, Ohio.

B. Test Procedure:

- 1) Using CTAX, set a test employee's city tax code to "005".
- 2) Give the employee a good time card through TAEDIT.
- 3) Schedule / Run Report 202 (CA00202) for test employee.
- 4) Give the employee an "alternate" amount through the CTAX screen.
- 5) Give the employee a good T&A and then view QREG.
- 6) Suspend the record through SACT screen to remove the alternate amount.
- 7) Schedule / Run CA00001 (Payroll Batch Mature).

C. Validation:

- 1) Verify accuracy of the city tax deducted from pay (SRS, App N).
- 2) Verify the city taxable amount is reflected on YTDADJ1.
- 3) Verify the city tax deduction is reflected on YTDDED1.
- 4) Verify that the employee has an alternate amount of city tax to be deducted.
- 5) Verify that the alternate amount of tax is deducted rather than the calculated amount.
- 6) Verify that the suspended action to remove the alternate amount processed correctly.
- 7) Verify that the calculated amount of city tax is deducted rather than the alternate amount.

5. 20010074

A. Purpose: To implement Oregon State tax calculations.

B. Test Procedure 1:

- 1) Add tax code "OR" to the TTAX table for M (married), S (Single), and H (head of household).
- 2) Add "OR" to the TEMPRID table by adding an identification for the state.

- 3) Set tax code in FTAX to "OR" for test employees with a variety of Marital Statuses.
- 4) Give employees good time cards through TAEDIT.
- C. **Validation 1:** Using screen QREG, verify accuracy of all Oregon state tax deductions.
- D. **Test Procedure 2:**
 - 1) Suspend a variety of cash awards (NOACs 840-845) through PERACT.
 - 2) Mature the suspended actions.
- E. **Validation 2:**
 - 1) Verify state tax deductions for the matured awards.
 - 2) Verify the actions mature as expected by checking appropriate fields in PERMAST and HISTMAIN.
6. **20010109**
 - A. **Purpose:** Delete the CSB Relational Edit from the NPPS software and TOPMMSG.
 - B. **Test Procedure:** Using PERACT, suspend NOAC 702 (Promotion), changing Occ Code to a value greater than 2199.
 - C. **Validation:** Verify the Relational Edit CSB is not returned.
7. **20010112**
 - A. **Purpose:** To ensure required changes are made to the SSA Year End Tape.
 - B. **Test Procedure:**
 - 1) Schedule / Run the following jobs through BJS Processes for at least two (2) installations:
Time & Attendance Update (CA00003);
Payroll Products (CA00004);
Final Pay Reports (CA00005);
Create SSA Year End Tape (CA00022);
 - 2) Schedule / Run the following jobs through BJS Reports for the same two (2) installations:
W2 Wage and Tax Report (CA00418); and
W2 Wage and Tax Non-NPPS Report (CA00518).
 - 3) Using AccuWage software provided by SSA, test the SSA Year End Tape dataset.

C. Validation:

- 1) Verify that all batch processes and reports run to completion.
- 2) Verify that the sum of amounts on Reports 418 and 518 reflect the totals on Report 509 (generated by job CA00022).
- 3) Verify the SSA Tape dataset passes edits from the Social Security Administration in the AccuWage software.

9. 20010130

- A. **Purpose:** Modify Relational Edit DLA so that only the following Pay Plans require an entry in the TLOA table: CA, GS, GM, ES, ST, and SL , for NOACs 001, 002, 702, 703, 713, 721, 721T, 740, 741, 866, 891, 892, 893, 894, and 895.
- B. **Test Procedure 1:** Using PERACT, suspend any of the above actions, changing the employee's Duty Station to one for which there is no TLOA entry.
- C. **Validation 1:** Verify the Relational Edit DLA is returned.
- D. **Test Procedure 2:** Using PERACT, suspend any of the above actions, changing the employee's Duty Station to one for which there is a valid TLOA entry.
- E. **Validation 2:** Verify the Relational Edit DLA is not returned.

10. 20010133

- A. **Purpose:** To ensure that detailed information pertaining to W-2's and Non-Personnel awards are reflected on Report 419.
- B. **Test Procedure:** Schedule / Run Report 419 for at least two (2) installations through BJS Reports.
- C. **Validation:**
 - 1) Verify Report 419 runs to completion.
 - 2) Verify that detailed information is reflected accurately for employees receiving W2's.
 - 3) Verify that detailed information is reflected accurately for employees receiving Non-Personnel awards.

11. 20010174

- A. **Purpose:** To implement the required modifications to California state tax for 2002.
- B. **Test Procedure:**
 - 1) Select test employees with a variety of Marital Status Codes (M, S, H) and numbers of exemptions.

- 2) Schedule / Run Normals Recalculation (CA00009) through BJS Processes.
- 3) Give each test employee a good time card through TAEDIT.

C. Validation:

- 1) Using QREG, verify California state deductions for each employee reflect calculations specified in TTAX.
- 2) Using QNORM, verify that new “normals” reflect accurate calculations.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.3
DECEMBER 2001**

The purpose of this release is to implement the changes allocated to software release 8.3 described below.

SOFTWARE RELEASE 8.3

RC 1620s IMPLEMENTED

CCR	Description
20000048	Remove Fund information from YTDTSP Screen
20000049	Remove Fund information from Report 200
20010032	Child Equity Act
20010064	Brook Park, Ohio City Tax
20010074	Oregon State Tax
20010109	Delete Edit 'CSB'
20010112	SSA Tape Markups
20010130	Modify DLA Edit
20010168	Display Amt not Salary 918 (ER)
20010174	California State Tax Changes for 2002
20010176	SOC7 Error Being Received (ER)

******* RECORD COUNT = 11**

DR 1620s IMPLEMENTED

CCR	Description
20010133	Report 419 Problems

******* RECORD COUNT = 01**

APPENDIX D
INSTALLATION INSTRUCTIONS

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.3
December 2001**

Introduction

Release Date – December 14, 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.R830.R1201.SRC

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/OBJECT CODE

2.1 Copy Source Modules

When installing software release 8.3, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R830.R1201.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
Local/Param Data Areas	0
Maps	2
Helproutines	1
Subroutines	0
Subprograms	2
Programs	31
Copycode	0
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	36
Total Views Unloaded	0
Total Objects Read	36
Total Object Unloaded	36

2.2 List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.3.

MODULE	Description
NAB200E	MER Report 200A, Part 5
NAB419	Check-out Report for W2 Tax Forms
NAB419A	W-2 Check-out for Non-NPPS Employees
NAB419B	Write Grand Total Page
NAB419C	Write Agency Totals
NAB6040	Generate SSA Tape and Report
NAB6042	Generate SSA Tape and Report
NAB6080	NORMALS Recomputation
NAB6080B	NORMALS Recomputation
NAB6080C	NORMALS Recomputation (City TAXES)
NAB6080D	NORMALS Recomputation (State Taxes)
NAF200E	Report 200 – YTD TSP Layout
NAM1442	YTD TSP Screen
NAO1241	FTAX
NAO1242	City and County Taxes
NAO1242B	City and County Taxes
NAO1431C	YTD Earnings and Hours Adjustments
NAO1441B	YTD Deductions 1
NAO1442	YTD Deductions TSP Savings Plan

MODULE	Description
NAO1442B	YTD Deductions TSP Savings Plan
NAO2040	TTAX
NAO3150C	Official Pay Record – Net Pay
NAO3150D	Official Pay Record – Net Pay
NAO9101	Normals Gross, Fed Tax, For Diff, and COLA
NAO9120O	State Tax
NAO9120P	State Tax
NAO9120R	City Tax
NEOB002	Display History NOAC (ER)
NEH1110A	PERACT Field Level Help
NEO1003	Global Update (ER)
NEO1900E	PERACT Screen E Edits
NEO1952	Relational Edit Module
NEO1961	Relational Edit Module
NEO3130	Payroll Master Update
NEO3140	Award Processing

RELEASE PROGRAMS (MOD) ==> 35

2.3 List of Source Code Additions

MODULE	Description
NPTL0045	Tool to convert city 003 to 005 for Glenn

RELEASE PROGRAMS (ADD) ==> 01

2.4 List of Source Code Deletions

Not applicable

3.0 PRE-PREDICT DATA CONVERSION

Not applicable

4.0 INSTALL PREDICT

4.1 Data Dictionary Changes

Not applicable

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	0
Standard Files	0
Conceptual Files	0
ADABAS Files and Views	0
Data Elements	0

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

Not applicable

6.0 CATALOG SOURCE CODES

When installing software release 8.3, 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/BJX/Xerox MODIFICATIONS

JCL

JCL will be provided to Operational Support to run the City Conversion Tool in batch mode (NPTL0045). The center is hard-coded in the software and must be

changed between runs.

Xerox

Not applicable

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 8.3, enter "8.3" 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. TTAX | 20010064/20010074 |
| 2. TOPMMMSG | 20010109 |

9.3 Tool Data Conversion

Tool NPTL0045 should be run after database changes have been made. It can be run in either batch or online modes and will convert all employees' with city code of '003' to '005'.

10.0 INSTALLATION CHECKLIST

- 1.0 Back Up Existing Data
- 2.0 Copy Source/Object Code
- 6.0 Catalog Source Code
- 9.0 Special Instructions