

VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

8.51

PrISMS Contract

09/06/02



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 8.51**

Prepared by

	<u>09/06/02</u>
Desiree Gaiser	Date
Technical Lead	

Reviewed by

	<u>09/06/02</u>
Billy Graham	Date
Agencywide IRM, HR	

	<u>09/06/02</u>
Jim Cofer	Date
Configuration Management	

	<u>09/06/02</u>
Hector Garcia	Date
Agencywide IRM	

	<u>09/06/02</u>
Richard Bishop	Date
DBA	

Prepared by

Computer Sciences Corporation, Contract NAS8-60000
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

September 06, 2002

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.51**

Approved by

09/06/02

Sheila Fogle

Date

Consolidation Center Project Manager

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

September 06, 2002

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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 8.5.1

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 8.51, 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 document 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 this document 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 8.51 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 8.51 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
EE	Employee Express
EEICD	Employee Express Interface Change Document
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
L&E	Leave and Earnings Statement
LTC	Long Term (Health) Care
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
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 8.51 PERSONNEL & PAYROLL

20020034

1. **Purpose:** To implement Long-Term Care processing.
2. **Test Procedure:**
 - A. **Select test employees**, in each of the ten centers, to enroll in Long Term Care.
 - B. Schedule and run **LTC Update** (CA00460) through BJS.
 - C. Print the output report 460A.
 - D. Schedule and run **LTC Billing List** (CA0A460) through BJS.
 - E. Print the output report 460A.
 - F. Schedule and run **Transaction Report** (CA00201) through BJS.
 - G. Schedule and run **Time and Attendance Update** (CA00003) through BJS.
 - H. Check online **Payroll Register** (QREG) for each test employee.
 - I. Check online **Vouchering Main Menu** (VOUCHMEN), using the Vouchering Chain.
 - J. Check online **Accounting Information** (ACCTBRK).
 - K. Schedule and run **Payroll Products** (CA00004) through BJS.
 - L. Check online **YTD Deductions** (YTDDDED1) for each test employee.
 - M. Schedule and run **LTC Payment Listing** (CA00465) through BJS.
 - N. Schedule and run **LTC Premiums and Deductions** (CA00466) through BJS.
 - O. Schedule and run **LTC Payment Status** (CA00468) through BJS.
 - P. Schedule and run **Master Employee Record** (CA00200) through BJS.
 - Q. Schedule and run **Payroll Register** (CA00202) through BJS.
 - R. Schedule and run **Individual Pay Record** (NA00423) through BJS for the test employees.
 - S. Schedule and run **SF1166 Sched/Vouch of Pay** (CA00406) through BJS.
 - T. Schedule and run **L & E Statements Generation** (NA00555) through BJS for the test employees.
 - U. Schedule and run **L & E Statements Reprint** (NA00557) through BJS for the test employees.

- V. Schedule and run **L & E through Employee Express** (CAEE006) through BJS for the test employees.
 - W. Schedule and run **Payroll Initialization** (CA00006) through BJS for the test employees.
 - X. Check online **Pay Period History** (QHIST1 and QHISTPP) for each of the test employees.
 - Y. Schedule and run **Update Pay Year End** (CA00020) through BJS.
 - Z. Check online **Master Selection MER Menu** (MSTM).
3. **Validation:**
- A. Verify the LTC screen reflects the appropriate premium for the test employees.
 - B. Verify Report 460A premium amounts match those on LTC for the test employees.
 - C. Verify the second Report 460A matches the first and also matches premium amounts on LTC for the test employees.
 - D. Verify the Transaction Report (201) reflects LTC transactions accurately.
 - E. Verify job 3 calculates earnings and deductions accurately.
 - F. Verify QREG reflects accurate earnings and deductions and that QREG data matches that of the Payroll Register (Report 202).
 - G. Verify the Individual Pay Record (Report 423) reflects data matching that of the Payroll Register.
 - H. Verify VOUCHMEN and ACCTBRK reflect accurate data for the LTC deductions.
 - I. Verify YTD Deductions (YTDDDED1) are correct, including LTC amounts.
 - J. Verify the LTC Payment List (CA00465) reflects appropriate LTC payments for the test employees.
 - K. Verify the LTC Premiums and Deductions (CA00466) reflects appropriate LTC premiums and deductions for the test employees.
 - L. Verify the LTC Payment Status (CA00468) reflects appropriate LTC payments transmissions.
 - M. Verify the Master Employee Record (Report 200) reflects appropriate data for the test employees.
 - N. Verify the SF1166 Sched/Vouch of Pay (CA00406) reflects appropriate data.
 - O. Verify the printed Leave & Earnings Statements (generation and reprint) reflects appropriate earnings, deductions, and leave for the test employees.

- P. Verify the L & E through Employee Express output dataset (CAEE006) meets specifications defined in the Employee Express Interface Control Document (ICD). Note that LTC deductions use L & E code "807."
- Q. Verify the Master Selection MER Main Menu, screen 1 of 3, reflects option 14, "Long Term Health Care."
- R. Verify job 6 properly initializes Payroll data for the pay period and resets LTC Premium amounts.
- S. Verify Pay Period History (QHIST1 and QHISTPP) reflects accurate data for each test employee and each test pay period.
- T. Verify Pay Year End (CA00020) properly updates Payroll data for the "pay year."

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.51
September 2002**

The purpose of this release is to implement the changes allocated to software release 8.51 described below.

SOFTWARE RELEASE 8.51

RC 1620s IMPLEMENTED

CCR	Description
20020034	Long Term (Health) Care

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

APPENDIX D
INSTALLATION INSTRUCTIONS

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.51
September 2002**

Introduction

Release Date – September 06, 2002

Release Inventory:

Dataset Names:

The following dataset is located on the transient storage DASD volumes under the following dataset name:

- MSMOV.NPPS.PROD.R851.R0902.SRC
- MSMOV.NPPS.PROD.R851.R0902.GLS
- xxMOV.NPPS.PROD.R851.R0902.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 8.5.1, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R851.R0902.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	15
Helproutines	0
Subroutines	2
Subprograms	4
Local/Param Data Areas	6
Programs	32
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	59
Total Views Unloaded	0
Total Objects Read	59
Total Object Unloaded	59

2.2 List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.51.

Module	Description
EEB006	Leave and Earnings file for web
LDA6160A	NPS2-PAY-MASTER-VIEW
LDA6160B	NPS2-PAYHIST-ONE-VIEW
NAB200B	Master Employee Record Report
NAB201	Transaction Report
NAB202	Payroll Register
NAB202A	Payroll Register - Printing
NAB406A	SF116 Voucher & Schedule of Payment
NAB423	Individual Pay Record
NAB5101	IMFH Processing Report
NAB555	Leave and Earning Statement
NAB557	Reprint Leave and Earning Statement
NAB6050	End of Year Update
NAB6160	History File Update Part 1
NAB6161	History File Update Part 2
NAF200B1	Master Employee Record Report form
NAF200B2	Master Employee Record Report form

Module	Description
NAF406BB	SF116 Voucher & Schedule of Payment
NAF406C	SF116 Voucher & Schedule of Payment
NAL3161B	NPS2-PAY-MASTER-VIEW
NAL6161A	NPS2-PAYHIST-TWO
NAM0100	Master Selection MER Menu Screen 1
NAM0110	Master Selection MER Menu Screen 2
NAM0120	Master Selection MER Menu Screen 3
NAM1441D	YTD Deductions
NAM1592	Pay Period History
NAM4100	SF 1166 Information
NAM4950	Accounting Information Screen 1
NAM555A	L&E Map
NAO1001	Master Selection MER Menu
NAO1441	YTD Deductions
NAO1441B	YTD Deductions
NAO1550	Payroll Register
NAO1591	Pay Period History
NAO3150D	Calculate Net Pay
NAO3150F	Calculate Net Pay
NAO3160A	Official Pay Record Backout
NAO3160B	Official Pay Record Backout
NAO4100	SF 1166 Information
NAO4950	Accounting Information
NPB000LA	Performance Enhancement Main Program
NPB000LD	NPS2-PAY-MASTER-VIEW
NPO1400	Initial Detail Security
NPS606SA	Pay Period Initialization (NAB6060)
NSS6161	Store NPS2-PAYHIST-TWO

RELEASE PROGRAMS (MOD) ==> 45

2.3 List of Source Code Additions

The following is a list of all modules that were created for the software release 8.51.

MODULE	DESCRIPTION
NAB460	Read sorted dataset from NAB460I
NAB460A	LTC Transaction Report
NAB460I	Read in JH datasets (10)
NAB460S	Sort for dataset from NAB460I
NAB465	Outgoing to Treasury
NAB466	Job 4 Report - Report 466
NAB468	Outgoing to JH
NAF406K	SF116 Voucher & Sch of Pymnt
NAF460A	LTC Transaction Report FORM
NAM1485	Long Term Care Screen Map
NAO1485	Long Term Care Screen
NSS201ZD	LTC Transaction Report
NSS0012	Center Installation Name
NSS4004	Fatal-Log-Error

RELEASE PROGRAMS (NEW) ==> 14

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

This release includes the enhancements for version 8.5.1. 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-8.5.1.

Use SYSDICBE to load the PREDICT modifications from the dataset xxMOV.NPPS.PROD.R851.R0902.PRD.

The following NPPS Data Definition Modules (DDMs) should be generated after the PREDICT load is complete.

NPS2-PAY-MASTER
 NPS2-PAY-PHYSICAL
 NPS2-PAYHIST-ONE
 NPS2-PAYHIST-TWO
 NPS2-REG-FILE

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	3
ADABAS Files and Views	13

4.1.2 Storage Considerations

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

4.1.3 Physical File Changes

Use the ADABAS Utility commands listed below to build the JCL for the file changes. Cut and paste the ADADBS control statements directly into the TSO ISPF editor. Call RICK BISHOP (256)544-5352 with any questions or problems.

Add the following fields:

NPS2-PAY-MASTER		File # 227							
Ty	L	Field ID	F	Length	Occ	D	U	DB	S
*-	-	-----	*	-----	-----	*	*	--	*
1		PAY-EMPL-LTC-BW-PREM-AMT	N	4.2				BI	N
1		PAY-SPOUSE-LTC-BW-PREM-AMT	N	4.2				BK	N
1		PAY-DEPENDENT-LTC-BW-PREM-AMT	N	4.2				BL	N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=227
ADADBS FNDEF='01,BI,6,U,NU'
ADADBS FNDEF='01,BK,6,U,NU'
ADADBS FNDEF='01,BL,6,U,NU'
/*
```

NPS2-PAYHIST-ONE		File # 225				
Ty	L Field ID	F	Length	Occ	D	U DB S
1	EMPL-LTC-BW-PREM-AMT	N	8.2			NV N
1	SPOUSE-LTC-BW-PREM-AMT	N	8.2			OV N
1	DEPEND-LTC-BW-PREM-AMT	N	8.2			OW N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=225
ADADBS FNDEF='01,NV,10,U,NU'
ADADBS FNDEF='01,OV,10,U,NU'
ADADBS FNDEF='01,OW,10,U,NU'
/*
```

NPS2-PAYHIST-TWO		File # 226				
Ty	L Field ID	F	Length	Occ	D	U DB S
1	LTC-EMPL-YTD-AMT	N	8.2			TA N
1	LTC-SPOUSE-YTD-AMT	N	8.2			TB N
1	LTC-DEPEND-YTD-AMT	N	8.2			TC N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=226
ADADBS FNDEF='01,TA,10,U,NU'
ADADBS FNDEF='01,TB,10,U,NU'
ADADBS FNDEF='01,TC,10,U,NU'
/*
```

5.0 INSTALL DATA GLOSSARY

Load the ADABAS file NPS2-DATA-GLOSSARY (file #243, 4299 records) from the dataset MSMOV.NPPS.PROD.R851.R0902.GLS using the following ADABAS ADASAV utility commands.

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

Changes were made for the inclusion of LTC fields in the data glossary.

6.0 CATALOG SOURCE CODE

When installing software release 8.5.1, 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/BJS/Xerox MODIFICATIONS

JCL

NPB000PA / Master File Change

As a result of changing NPB000LD, the LRECL of the master work file was changed from 9591 to 9669 (30 bytes) and the BLKSIZE was changed from 28773 to 29007 in all job streams that contain the &&MASTER file.

Dataset / Report 460A

JCL and Job records will be added for the new CA00460 job. An example of the JCL will be provided to the Operational Support team. Work file 2 in Step 2 (LTCS) must be allocated in CA00460 and not deleted; it is used by CA00468.

Job Directory Screens

NPO2347 NPPS BATCH JOB MAINTENANCE UPDATE JOB DIRECTORY SCREEN 1

--

FUNCTION: C JOB NUMBER: CA00460

RUN ORDER ----- CATEGORY CODE: 1 (1=PROCESS, 2=REPORT, 3=USER INITIATED)

----- CATEGORY SEQUENCE:

----- CATEGORY TYPE: 1 (1=PAY,2=PER,3=OTHER)
JOB TITLE: LONG TERM CARE DATASET

AUTOMATIC SCHEDULE ---- RUN FREQUENCY: 0 (Q=QUARTERLY)

---- NEXT RUN DATE: 00 00 00 (MM DD YY)

PARAMETER DATA REQUIRED: N (Y OR N)

NPO2347 NPPS BATCH JOB MAINTENANCE UPDATE JOB DIRECTORY SCREEN 2

JOB NUMBER: CA00460 OUTPUT TYPE: H
(H=HARDCOPY, T=TAPE, S=SPECIAL, B=S & T, K=H & T)

PRINT (OUTPUT) DEVICE ID: 999999___ INPUT TAPE REQUIRED(Y/): _
PRINTER NODE: _____

PARAMETER EDIT MODULES
01 RESERVED 02 NPO950PA 03 _____ 04 _____

XX

NPPS BATCH JOB MAINTENANCE
NPO2319 UPDATE BJM REPORT LIST

FUNCTION C REPORT NO. 460A___ JOB NO. CA00460_

REPORT TITLE 460A LTC BILLING FILE LISTING_____

HARDCOPY SIMPLEX PRINT TOTAL PRIVATE
FORM OR RECIP PRINT LABEL

NUMBER DUPLEX LIST COPIES
STD___ S Y 1_ Y

MESSAGE _____

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----

Dataset / Report 465

JCL and Job records will be added for the new CA00465 job. An example of the JCL will be provided to the Operational Support team.

Job Directory Screens

NPO2347 NPPS BATCH JOB MAINTENANCE
UPDATE JOB DIRECTORY SCREEN 1

--

FUNCTION: C JOB NUMBER: CA00465

RUN ORDER ----- CATEGORY CODE: 1 (1=PROCESS, 2=REPORT,
3=USER INITIATED)

----- CATEGORY SEQUENCE:

----- CATEGORY TYPE: 1 (1=PAY,2=PER,3=OTHER)

JOB TITLE: LTC PAYMENT LISTING

AUTOMATIC SCHEDULE ---- RUN FREQUENCY: 0 (Q=QUARTERLY)

---- NEXT RUN DATE: 00 00 00 (MM DD YY)

PARAMETER DATA REQUIRED: N (Y OR N)

NPO2347 NPPS BATCH JOB MAINTENANCE
UPDATE JOB DIRECTORY SCREEN 2

JOB NUMBER: CA00460 OUTPUT TYPE: H
(H=HARDCOPY, T=TAPE, S=SPECIAL, B=S & T, K=H & T)

PRINT (OUTPUT) DEVICE ID: 999999___ INPUT TAPE REQUIRED(Y/): _

PRINTER NODE: _____

PARAMETER EDIT MODULES
01 RESERVED 02 NPO950PA 03 _____ 04 _____

XX
NPPS BATCH JOB MAINTENANCE
NPO2319 UPDATE BJM REPORT LIST

FUNCTION C REPORT NO. 465_____ JOB NO. CA00465_

REPORT TITLE 465 LTC PAYMENT FILE LISTING_____

HARDCOPY SIMPLEX PRINT TOTAL PRIVATE
FORM OR RECIP PRINT LABEL
NUMBER DUPLEX LIST COPIES

STD___ S Y 1_ Y

MESSAGE _____

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----

Report 466

JCL and Job records will be added for the new CA00466 job. An example of the JCL will be provided to the Operational Support team.

Job Directory Screens

NPPS BATCH JOB MAINTENANCE
NPO2347 UPDATE JOB DIRECTORY SCREEN 1

--

FUNCTION: C JOB NUMBER: CA00466

RUN ORDER ----- CATEGORY CODE: 2 (1=PROCESS, 2=REPORT, 3=USER INITIATED)

----- CATEGORY SEQUENCE:

----- CATEGORY TYPE: 1 (1=PAY, 2=PER, 3=OTHER)

JOB TITLE: LTC PREMIUMS AND DEDUCTS

AUTOMATIC SCHEDULE ---- RUN FREQUENCY: 0 (Q=QUARTERLY)

---- NEXT RUN DATE: 00 00 00 (MM DD YY)

PARAMETER DATA REQUIRED: N (Y OR N)

NPO2347 NPPS BATCH JOB MAINTENANCE
UPDATE JOB DIRECTORY SCREEN 2

JOB NUMBER: CA00460 OUTPUT TYPE: H
(H=HARDCOPY, T=TAPE, S=SPECIAL, B=S & T, K=H & T)

PRINT (OUTPUT) DEVICE ID: 999999___ INPUT TAPE REQUIRED(Y/): _
PRINTER NODE: _____

PARAMETER EDIT MODULES
01 RESERVED 02 NPO950PA 03 _____ 04 _____

XX

NPPS BATCH JOB MAINTENANCE
NPO2319 UPDATE BJM REPORT LIST

FUNCTION C REPORT NO. 466___ JOB NO. CA00466_

REPORT TITLE 466 LTC PREMIUMS AND DEDUCTIONS REPORT__

HARDCOPY SIMPLEX PRINT TOTAL PRIVATE
FORM OR RECIP PRINT LABEL
NUMBER DUPLEX LIST COPIES

STD___ S Y 1_ Y

MESSAGE _____

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----

Dataset / Report 468

JCL and Job records will be added for the new CA00468 job. An example of the JCL will be provided to the Operational Support team.

Work file 12 in step one must match the name used in CA00460, step 2, work file 2. This file must be allocated in CA00460 and not deleted until after the CA00468 run.

HARDCOPY SIMPLEX PRINT TOTAL PRIVATE
FORM OR RECIP PRINT LABEL
NUMBER DUPLEX LIST COPIES

STD___ S Y 1_ Y

MESSAGE _____

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----

Xerox

L&E Form

A new Xerox form has been created for the Leave and Earnings Statement. This form name is LE6. This change incorporates the new LTC amounts.

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-8.5.1 software (NA00555) not run with the new Xerox form. A copy of the pre-8.5.1 generations will need to be kept for a period of time (5 pay periods from the implementation of this release) under another naming convention. The existing generations will need to be deleted as part of the implementation of this release.

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 8.5.1, enter "8.5.1" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

9.2 Applicable Tables Updates

These core tables changes must be applied either manually or by a table release when this release software is installed:

TPAYMSG 3308 * INSUFFICIENT NET AMOUNT, NO LTC DEDUCTION

9.3 Add New Command Table Entry

A new entry must be added for the LTC screen.

On CMDTBL add a new entry:

TEMPLATE: LTC
SUBSYSTEM: PA
PROCESSOR: NAO1485
DESCRIPTION: Long Term Care
INDEX: will be system assigned
COMMAND LINE PROCESSING: Y
LOCAL TABLE: blank

9.4 Update Security for New Command Table Entries

The following process will update security profiles for the new LTC command and should be run after the LTC screen is added via the CMDTBL:

1. Execute program NPO1400 from the Natural Editor.

9.5 Update Security for New Command Table Entries

Help File – Help can be added for the LTC Screen parameter screen via the instructions in section 4.3.1.4 (Help Maintenance) of the UOG. The following is an example of help information.

TEMPLATE ID: LTC PAGE NUMBER: 1 FUNCTION: R

The Long Term Care (LTC) screen is used to monitor employee's LTC premiums as submitted by an external LTC provider. Updates to this screen are made by job CA00460 and should not be done manually.

Field:	Description:
SSN:	Employee SSN
PB:	Payblock:Processing
Name:	Name: Last, Name: First, Name: Middle
BW / YTD Requested Premium:	
Employee:	LTC BW Empl Premium / LTC YTD Empl Deduction
Spouse:	LTC BW Spouse Premium / LTC YTD Spouse Deduction
Dependent:	LTC BW Dependent Deduction / LTC YTD Depend Ded
BW / YTD Total:	Calculated Total Requested Premiums BW / YTD

Consult the data glossary for a further description of each field. Screen 1/1

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