

# **VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

Software Release

8.6

PrISMS Contract

Date: 12/13/02



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 8.6**

Approved by

12/13/02

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GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, AL

December 13, 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 **8.6**

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 **8.6**, 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](mailto: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 8.6 are detailed in Appendix D, Installation Instructions.

##### **3.4.1 Release Dataset Names**

The datasets for Software Release 8.6 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
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
TOA	Time Off Award
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 8.6**  
**PERSONNEL & PAYROLL**

1. **20010137**

- A. **Purpose:** To modify HISTMAIN to display matured actions with like Effective Dates in descending order of Sequence Code.
- B. **Test Procedure 1:** For a selected test employee, suspend and mature two Personnel actions with identical Effective Dates, noting the applicable Sequence Codes in PERSUSPQ before the mature process.
- C. **Validation 1:** Verify HISTMAIN displays the matured actions in the following order (top to bottom);  
The action with Sequence Code = 2  
The action with Sequence Code = 1
- D. **Test Procedure 2:** For a second selected test employee,
  - 1) Suspend two Personnel actions with identical Effective Dates.
  - 2) In PERACT, reverse the Sequence Codes of the suspended actions.
  - 3) Mature the suspended actions.
- E. **Validation 2:** Verify HISTMAIN displays the matured actions in the following order (top to bottom);  
The action with Sequence Code = 2  
The action with Sequence Code = 1

2. **20010154 - 20010157**

- A. **Purpose:** To allow Report 201 to be submitted from TSO in addition to BJS; to add date and time to all sort sequences; to provide CPO Audit sort sequence; to remove batch ID transactions from showing for from/to and to provide Pay Period Date Selection Option.
- B. **Test Procedure:**
  - 1) Select test employees and make online changes to ADDR, ALLOT, CTAX and TSP.
  - 2) Submit job CA00201 through BJS and TSO to cover combinations of Sort and Date parameters.
- C. **Validation:**
  - 1) Verify that the job printed properly.
  - 2) Verify submission through TSO.
  - 3) Verify combinations of Sort and Date parameters.
  - 4) Verify date and time are on all sort sequences.

5) Verify the pay period date option is available.

3. **20020035**

A. **Purpose:** To modify Report 118 to add the capability to display awards by pay day date, to run this report for a particular pay date and provide this option by a pay date parameter screen.

B. **Test Procedure:**

- 1) Go to BJSMM, select 4, for Job Directory, update CA/NA00118 to allow for pay date paid in the parameter screens.
- 2) Go to CASHPAY and enter Non-Personnel awards for different individuals. Notice the pay day date that is populated thru NPPS.
- 3) Schedule/Submit/Run CA00118, using the new parameter screen to enter the desired pay day date.
- 4) Go to CTLPAY and change the dates to a different pay period.
- 5) Enter more awards thru Cash Pay and repeat step 3.

C. **Validation:**

- 1) Verify the new parameter screen to NA00118.
- 2) Verify the pay day date can be entered on this screen
- 3) Verify the pay day date entered appears on report NA00118
- 4) Verify the date on Report CA00118 is the pay day date.
- 5) Verify the data is the correct data entered for that pay day date.

4. **20020036**

A. **Purpose:** To correct processing errors in Time-Off Awards (NOACs 846 and 847). This change implements a new field, TOA Limit, on the screen CTLPER for use in setting a default expiration (NTE) date for Time-Off Awards.

B. **Test Procedure 1:** For the selected test employee,

- 1) Set TOA Limit (CTLPER) to 2 (years).
- 2) Add NOAC 846 to suspense.
- 3) Mature the TOA (846).

C. **Validation 1:** Verify the NOAC NTE2 Date (HISTMAIN and TOA) equals the Effective Date of the action *plus* 2 years.

D. **Test Procedure 2:** For the same test employee, add NOAC 847, with the same Effective Date, to suspense.

E. **Validation 2:** Verify the following message is returned, "\*\*\*\* SAME NTE2-DATE ON SUSPENSE: 846 yyyyymmdd."

F. **Test Procedure 3:** For the same test employee,

- 1) Delete the matured NOAC 846 from suspense.
  - 2) Add NOAC 847, with the same Effective Date, to suspense.
- G. **Validation 3:** Verify the message, \*\*\* ACTION ALREADY EXISTS ON HISTORY FILE, is returned.
5. **20020037**
- A. **Purpose:** To modify Report 205 to split out Cash Collection and payroll deduction for taxes paid for SLR; to modify the Center and Agency Total pages to split money for taxes paid thru payroll deduction and monies paid by cash.
  - B. **Test Procedure:**
    - 1) Select 25 employees and give each employee a good time card.
    - 2) At SLR screen, enter SLR payments for these employees with some of the payments as cash payments.
    - 3) Schedule/Submit/Run Report 205 (CA00205) from BJS.
  - C. **Validation:**
    - 1) Verify the separate Center totals for Cash Collection and Non-cash Collection and then a combined total.
    - 2) Verify separate Agency totals for Cash Collection and Non-cash Collection and then a combined total.
    - 3) Verify employees are sorted by SSN and that ADJ has been removed from the SLR YTD column in Center and Agency totals.
6. **20020046**
- A. **Purpose:** To modify Report 202 to add default parameters thru the Job Directory and to add default parameters for payblock totals that will not be reset.
  - B. **Test Procedure:**
    - 1) At the Command line, enter BJSMM, go to Job Directory and update the parameter screen for Report 202, adding a payblock number for selection B, complete pay block, and C, pay block totals.
    - 2) Select 2 employees from different pay blocks. Use TAEDIT to give each employee a good time and attendance card.
    - 3) Schedule/submit/run CA00202 for each option (A) Employee's Totals, (B) Complete Pay Block, (C) Pay Block Totals, and (D) Center Totals Only.
  - C. **Validation:**
    - 1) Verify that the pay block default parameters are not reset.
    - 2) Verify that the Complete Pay Block returns the correct data.

- 3) Verify that the Pay Block Totals returns the correct data.
- 4) Verify that the Center Totals Only returns the correct data

7. **20020047**

- A. **Purpose:** To modify Report 202 so the extra pages at the end of the report are removed and that the “End of Center” is shown at the bottom of the singles totals page or on the next page.
- B. **Test Procedure:**
  - 1) Select 2 employees and give each employee a good time card.
  - 2) Schedule/submit/run CA00202, select A, employees totals.
- C. **Validation:**
  - 1) Verify that the extra pages at the end of the report are removed.
  - 2) Verify the end of center is shown at the bottom of the singles totals page.

8. **20020049**

- A. **Purpose:** To modify TTAX for the state of Arizona’s implementation of new tax percentages and implement these new rates in FTAX. The new rates are 10%, 18%, 21%, 23%, 29% and 34%.
- B. **Test Procedure:**
  - 1) Select employees and insure that each employee does not have a good time card.
  - 2) At the FTAX screen, change state code to AZ and enter an invalid percentage to receive an error message indicating the percentage is invalid.
  - 3) At the FTAX screen, enter a valid Arizona tax percentage, hit enter and receive the message that normals have been recalculated.
  - 4) At TAEDIT, give select employees a good time and attendance card.
- C. **Validation:**
  - 1) Verify that only valid Arizona tax percent values on FTAX screens are accepted.
  - 2) Verify that the correct amount of state tax is deducted based on the percentage entered on FTAX.

9. **20020054**

- A. **Purpose:** To modify “normals” recalculation to ensure that Availability Pay is included in the calculation of the FEGLI deductions when doing a Personnel Action and also when an online change is done that requires a recalculation of normals.

**B. Test Procedure:**

- 1) Schedule/Submit/Run CA00009.
- 2) Select two active employees for testing.
- 3) One of the employees should have Availability Pay, the other employee should not have Availability Pay. One employee should have FEGLI and the other one should not have FEGLI.
- 4) Do a PERACT using NOAC 819 to give Availability Pay to the employee that does not have it.
- 5) Do a PERACT 881 to add FEGLI deduction, suspend and use batch mature to mature these actions.
- 6) Schedule/Submit/Run CA00009.

**C. Validation:**

- 1) Verify that employee has Availability Pay showing on PERSON screen.
- 2) Verify that QNORM reflects the Availability Pay in employee's pay.
- 3) Verify that QNORM shows FEGLI deduction.
- 4) Verify on QNORM screen for select employees that old and new pay and deductions are the same.
- 5) Verify that the FEGLI deduction considers Availability Pay in the calculation.
- 6) Verify that the FEGLI deduction does not change.

**10. 20020057**

**A. Purpose:** To modify Personnel mature to add the capability to pass the correct middle initial over to Payroll for Payroll update, and to implement the tool, NPTL0050, to correct bad data in middle names.

**B. Test Procedure:**

- 1) Select employees with bad middle names.
- 2) At PERACT, enter SSN and NOAC 780 for test employees.
- 3) Enter middle names of NMN, 'S', D, and A for each of the four employees.
- 4) Mature transactions (MATURE screen).
- 5) Go to PERSON screen for each employee.
- 6) Verify that name shows a blank where NMN, 'S', or D was entered.
- 7) Verify that name shows a correct initial of A.
- 8) Run tool NPTL0050 to correct employees who have bad data in middle names.

**C. Validation:**

- 1) Verify that employees do not have bad data in the middle name space on PERSON screen.
- 2) Verify employees who have bad data in middle names have been corrected after running NPTL0050.

**11. 20020058**

**A. Purpose:** To modify the Leave and Earnings Record so that the Cum Retirement field is not blank when a Duty Status is changed to 'Z'.

**B. Test Procedure:**

- 1) Select 2 employees, one CSRS and one FERS.
- 2) Use PERACT 317, and 303 to terminate these test employees.
- 3) Use the Pay Period Ending Date from CTLPAY as the effective date of termination.
- 4) Mature these actions.
- 5) From TAEDIT, give each employee a good time card.
- 6) From RETIRADJ check cumulative retirement deductions.
- 7) Schedule/submit/run CA00004.
- 8) Schedule/submit/run NA00555 and NA00557.

**C. Validation:**

- 1) Verify there are CSRS and FERS amounts in the cum retirement field on the L&E and that this field is not blank after the Duty Status is changed to 'Z'.

**12. 20020062**

**A. Purpose:** To modify CA02300 to add a space plus suffix to last name on the CLER dataset and to ensure that government contribution from INSADJ to Duty Status employees L and M are included on the dataset

**B. Test Procedure:**

- 1) Select 3 employees in the test centers with duty status of L or M and health code not equal to ZZX, ZZY, ZZZ, 000 or blanks.
- 2) Give each employee an amount in the government amount field on INSADJ except for one.
- 3) Add suffix to last name by using NOAC 780 if no suffix is there.
- 4) Give each test employee a good Time and Attendance.
- 5) Schedule/Submit/Run CA02300 for the test centers.

**C. Validation:**

- 1) Verify datasets were created and information is correct.
- 2) Verify that the CA02300 is correct.
- 3) Verify that the dataset fields are correct according to Appendix N.
- 4) Verify employees with a last name suffix are displayed correctly.
- 5) Verify that Duty Status D employees with an adjustment amount only show the government contribution and the adjustment amount.
- 6) Verify that Duty Status L & M with an adjustment has a FEHB government contribution and the adjustment amount.

13. **20020064**

- A. **Purpose:** To enable the processing of “transfer-in” time-off awards through the new NOAC 946.
- B. **Test Procedure:** For the selected test employee,
  - 1) Suspend NOAC 946, using PERACT.
  - 2) Mature the action.
- C. **Validation:**
  - 1) Verify screen TOA reflects the applicable input TOA hours and an NTE Date equal to the Effective Date plus TOA Limit (in years) from CTLPER.
  - 2) Verify HISTMAIN reflects the 946 action accurately.

14. **20020066**

- A. **Purpose:** To modify Leave Year End so that the leave year-end job (CA00014) creates 10 datasets for Report 6030 (Leave Yearend Update Report and Report 109 (Donated Annual Leave History), one dataset per Center.
- B. **Test Procedure:**
  - 1) Set CTLPAY to Leave Year End pay period for all centers to be tested.
  - 2) Schedule/Submit/Run CA00109/NA00109.
  - 3) Schedule/Submit/Run CA00014/NA00014.
- C. **Validation:**
  - 1) Verify that Report 109 has been split into 10 datasets.
  - 2) Verify that Report 6030 has been split into 10 datasets.
  - 3) Verify that each dataset has the information for the Center as noted.

15. **20020067**

- A. **Purpose:** To modify Fiscal Year End Report 6020 (CA00015) is split

into 10 datasets, one for each Center.

**B. Test Procedure:**

- 1) Set CTLPAY to Fiscal Year End pay period and set all centers to be tested to the same values on the CTLPAY screen.
- 2) Run a payroll cycle up to CA0003, CA0004, and CA00005.
- 3) Schedule/Submit/Run CA00015/NA00015.

**C. Validation:**

- 1) Verify that selected employees have been paid correctly.
- 2) Verify that deductions for select employees are correct.
- 3) Verify that jobs prints, finishes with output having no errors.
- 4) Verify that Report 6020 has been split into 10 datasets.
- 5) Verify that each datasets has the information for the Center as noted.

**16. 20020070**

**A. Purpose:** To modify YTDTSP and Report 201 to display only one fund for employee contribution, government basic and government matching current year amounts.

**B. Test Procedure:**

- 1) Select 2 employees.
- 2) Verify CTLPAY dates and information in selected centers are same.
- 3) At TSP screen, add percentage amount at TSP PCT.
- 4) At YTDTSP, screen add amount in Employee YTD DED ADJ field.
- 5) Add amount in GOVT MATCHING YTD AMT ADJ field.
- 6) Add amount CY DED MTD and CY DED QTD fields.
- 7) Add amount ST DED YTD, ST DED MTD and ST DED QTD fields.
- 8) Schedule/submit/run CA00201.

**C. Validation:** Verify YTDTSP Fund distribution is combined into one amount.

**17. 20020071**

**A. Purpose:** Modify NPPS to correct the Area Code for the Help Desk Phone number when a Fatal Error is received.

**B. Test Procedure:**

- 1) At NPPS Main Menu, Enter %%.
- 2) At next prompt, enter NPO9040.
- 3) A screen will appear with information for users if a fatal error is

encountered.

C. **Validation:**

- 1) Verify that the Area Code is shown as **256** rather than **205**.

18. **20020072**

A. **Purpose:** To modify the LTC Voucher (Report 406) so that the alignment of the Pay Period is on left side of the page and that the item counts for employee, spouse and dependents has been removed.

B. **Test Procedure:**

- 1) Select active employees with Long Term Care deductions.
- 2) Schedule/submit/run CA00460 (incoming data file from John Hancock) for employees who have LTC deductions.
- 3) Ensure that employees are paid for the current pay period (CA0003).
- 4) Ensure that Job 4 has been run for current pay period (CA0004).
- 5) Schedule/Submit/Run Report 406.

C. **Validation:**

- 1) Verify on page 13 of 13 that the Pay Period and "TO BE DATED" information is located on the left side of the voucher.
- 2) Verify that one line has been skipped before and after this data.
- 3) Verify that the item count for employee, spouse and dependent has been removed from the Center and Agency pages.

19. **20020073**

A. **Purpose:** To modify Report 466 CA0A466/NA0A466 to display "NO LONG TERM CARE BILLING RECORDS RECEIVED FOR THIS CENTER" on a blank page when applicable and to add BW deductions totals to Emp, SPS and Dep to Center and Agency totals.

B. **Test Procedure:**

- 1) Select active employees with Long Term Care deductions.
- 2) Ensure that there are NO LTC deductions and premiums for any employees in at least ONE center.
- 3) Schedule/Submit/Run CA00460, incoming file from John Hancock.
- 4) Give each test employee a good time and attendance card
- 5) Schedule/Submit/Run CA00004.
- 6) Schedule/Submit/Run CA00465, Outgoing Payment File to Treasury.
- 7) Schedule/Submit/Run CA00466, Prems & Deds listing

C. **Validation:**

- 1) Verify that the BW deduction totals have been added for Employee, Spouse, and Dependent to center and agency totals pages.
- 2) Verify that all LTC information should show up for all centers.
- 3) Verify that there is a page for each center without LTC records with the message "NO LONG TERM CARE BILLING RECORDS RECEIVED FOR THIS CENTER" per center.
- 4) Verify that the BW deductions total fields for the center are equal to the separate totals per individual and all centers should add up to equal the agency amounts.

**20. 20020074**

A. **Purpose:** To modify Report 466 (CA00A460/NA00A460) to remove the "AS OF" date and add "PAY PERIOD ENDING" MM/DD/YYYY and to change "effect date" to "effective date."

B. **Test Procedure:**

- 1) Select active employees with Long Term Care deductions.
- 2) Ensure that employees are paid for the current pay period.
- 3) Schedule/Submit/Run CA00460.
- 4) Schedule Submit/Run CA00004.

C. **Validation:**

- 1) Verify that "AS OF" date has been changed to "PAY PERIOD ENDING" MM/DD/YYYY.
- 2) Verify the "EFFECT DATE" has been changed to "EFFECTIVE DATE".

**21. 20020075**

A. **Purpose:** To modify Report 468 (CA00468/NA00468) to remove Creation Date and Effective Date, add Pay Period Ending, MM/DD/YYYY, and change Eff Date column to PERS MAT DTE, PERS EFF DTE.

B. **Test Procedure:**

- 1) Select active employees with Long Term Care deductions in numeric centers only.
- 2) Check the CTLPAY beginning date and give the SSN a NOAC 350, within the pay period of the CTLPAY date.
- 3) Mature the personnel action.
- 4) Ensure employee has LTC.
- 5) Schedule/Submit/Run CA00460.

- 6) Ensure employee has a good time card.
- 7) Schedule/Submit/Run CA00004.
- 8) Schedule/Submit/Run CA00465.
- 9) Schedule/Submit/Run CA00466.
- 10) Schedule/Submit/Run CA00468.

C. **Validation:**

- 1) Verify that the Creation Date and Effective Date has been removed.
- 2) Verify that it is replaced with Pay Period Ending, MM/DD/YYYY.
- 3) Verify that the mature date column heading has been changed to PERS MAT DTE.
- 4) Verify that Personal Effective Date has been changed to read PERS EFF DTE.
- 5) Verify two lines skipped after the heading and one line between each line of data.
- 6) Verify the REASON will be on the same line.

22. **20020082**

A. **Purpose:** To modify Report 465 to reflect various cosmetic changes.

B. **Test Procedure:** Schedule/Submit/Run Report 465

C. **Validation:**

- 1) Verify pay period ending date shows on report.
- 2) Verify ALC has been removed from Agency page.
- 3) Verify column heading has been changed on all pages including Agency to read LTC Payment
- 4) Verify a total count on each Center's page
- 5) Verify on Agency page the total payment is centered under the column heading.
- 6) Verify on Agency the total payment count reflects the total number from all Centers.

23. **20020097**

A. **Purpose:** To modify Report 465 to change the schedule number on and the corresponding dataset to reflect 'P' + CTLPAY Year (fiscal year) + pay period number + c.

B. **Test Procedure:** Schedule, submit and run Report 465 for LTC

C. **Validation:**

- 1) Verify Report 465 shows the correct schedule number based on

fiscal year.

- 2) Verify the dataset for report 465 shows the correct schedule number.

24. **20020115**

A. **Purpose:** To implement the required modifications to California state tax for 2003.

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 8.6  
DECEMBER 2002**

The purpose of this release is to implement the changes allocated to software release 8.6 described below.

**SOFTWARE RELEASE 8.6**

RC 1620s IMPLEMENTED

<b>CCR</b>	<b>Description</b>
20010137	HISTMAIN Descending Key Read
20010154	Rpt 201 – Batch ID
20010155	Rpt 201 – TSO Submit
20010156	Rpt 201 – Print All
20010157	Rpt 201 – Excl BATCH
20020035	Rpt 118 - Add Parameter
20020037	Split Out Cash Collect Money on Rpt 205
20020047	Rpt 202 – Remove Extra (waste) Pages
20020049	Arizona Alternate Percent
20020057	Middle Initial Problem
20020058	Cumulative Retire on L&E
20020062	Add Name Suffix, Add Govt Adj to L, M to CLER
20020064	Remove TOA Restrictions
20020066	Leave Yearend Report Creation/Printing for Centers
20020067	Fiscal YearEnd Report Creation/Printing for Centers
20020070	Combine TSP Funds on 201 Report
20020071	Correct Area Code in Phone Number
20020072	Move LTC SF1166 Voucher Fields to the Left Side.
20020073	No records Received Msg Requested for Rpt 466
20020074	460A Report Header Change
20020075	468 Report Header and Column Change
20020082	465 Report Cosmetic Changes
20020097	465 Report – Schedule Number Change
20020115	California State Tax Changes

\*\*\*\*\* RECORD COUNT = 24

DR 1620s IMPLEMENTED

<b>CCR</b>	<b>Description</b>
20020036	Time Off Award Error Not Returned
20020046	Rpt 202 – Default ParmS
20020054	FEGLI Availability Pay
20020089	Long Term Care Billing File ( <b>ER</b> re-release)

\*\*\*\*\* RECORD COUNT = 04

**APPENDIX D**  
**INSTALLATION INSTRUCTIONS**

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 8.6  
December 2002**

**Introduction**

Release Date – December 13, 2002

Release Inventory:

Dataset Names:

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

- MSMOV.NPPS.PROD.R860.R1202.SRC
- xxMOV.NPPS.PROD.R860.R1202.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](mailto: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 8.6, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R860.R1202.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	1
Maps	6
Helproutines	0
Subroutines	2
Subprograms	6
Local/Param Data Areas	0
Programs	39
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	54
Total Views Unloaded	0
Total Objects Read	54
Total Object Unloaded	54

## 2.2 List of Source Code Modifications

The following is a list of all modules that were modified for the software release 8.6.

<b>MODULE</b>	<b>DESCRIPTION OF MODULE</b>
NAB109	Donated Annual Leave History (Report 109)
NAB118	Non-Personnel Action Cash Awards Master Listing (Report 118)
NAB201	Transaction Report (Report 201)
NAB202A	Payroll Register (Report 202)
NAB205	Student Loan Repayment Current & YTD (Report 205)
NAB2300	Create CLER file for NFC
NAB406A	SF1166 Voucher and Schedule of Payments (Report 406)
NAB460A	Long Term Care Billing File Listing (Report 460A) <b>(ER)</b>
NAB465	Long Term Care Dataset to Treasury (Report 465)
NAB466	LTC Premium & Deduction Report (Report 466)
NAB468	Long Term Care Status File Listing (Report 468)
NAB555	L&E Leave and Earnings (Report 555)
NAB6020	Fiscal Year End Update
NAB6030	Leave Year End Update
NAB6080	Normals Recalculation
NAB6080B	Normals Recalculation
NAF406BB	SF1166 Voucher and Schedule of Payments (Report 406)

<b>MODULE</b>	<b>DESCRIPTION OF MODULE</b>
NAF406K	SF1166 Voucher and Schedule of Payments (Report 406)
NAF460A	Long Term Care Billing File Listing (Report 460A)
NAM201P	BJs Parameter Screen for Report 201
NAO1241	Federal and State Taxes Screen (FTAX)
NAO201P	BJs Parameter Program for Report 201
NAO202P	Report 202 - Parm Defaults
NAO9120P	Normals Recalculation
NCC201	Header Copy Code for Rpt 201 & Rpt 5101B
NEB154B	Read HISTORY for Empl Svc Record
NEB154C	Read HISTORY for Empl Svc Record
NEB154D	Read HISTORY for Empl Svc Record
NEB9400	PERACT Interface
NEO1001	PERACT Main Menu
NEO1002	Load Globals/PERACT
NEO1900A	Screen A Edits
NEO1900L	Screen L Edits
NEO3110	Online Per Mature Drive
NEO3125	Personnel Mature Payroll Update
NEO3130	Payroll Update during Personnel Mature
NEO3145	TOA Processing in Personnel Mature
NEO3160	Recompute Normals and Pay Driver
NEO3186B	History Audit Update
NEO3187	History Audit Update
NEO3270	Online Mature TX Store
NEOB002	Display History NOAC (EMPSERV)
NEOC010	Browse History File by SSN
NEOD010	Browse Personnel Audit File
NPM3200	Personnel Control Table Update (CTLPER)
NPO3200	Personnel Control Table Update (CTLPER)
NPO9040	Display System Error Handling Routine
NSS201MM	YTD TSP Deductions Transaction Report Layout (Report 201)

RELEASE PROGRAMS (MOD) ==> 48

### **2.3 List of Source Code Additions**

The following is a list of all modules that were created for the software release 8.6.

MODULE	DESCRIPTION OF MODULE
NAM118P	Non-Personnel Action Cash Awards Master Listing (Report 118)
NAO118P	Non-Personnel Action Cash Awards Master Listing (Report 118)
NPTL0049	Tool - Initialize TOA-YEAR-LIMIT
NPTL0050	Tool – Change Payroll Middle Initial
NSS1001C	Time Off Award Edits for PERACT
NSS3110A	Time Off Award Edits for MATURE

RELEASE PROGRAMS (NEW) ==> 06

## 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 8.6. 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-8.6.0.

Use SYSDICBE to load the PREDICT modifications from the dataset xxMOV.NPPS.PROD.R860.R1202.PRD.

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

NPS2-PER-HISTORY  
NPS2-PERHIST-AUDIT

#### 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	0
ADABAS Files and Views	5

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.

Release the following superdescriptors:

NPS2-PER-HISTORY		File # 232				
Ty	L	Field ID	F	Length	Occ	D U DB S
*	-	-----	*	-----	-----	* * -- *
SP	1	INSTALL-SSN-EFDATE-COMP-SEQ	A	22.0		D ZN N
SP	1	INSTALL-PREVSSN-EFDATE-COMP-SEQ	A	22.0		D ZT N

Using the following commands:

```
//DDKARTE DD *
ADADBS RELEASE FILE=232,DESCRIPTOR='ZN'
ADADBS RELEASE FILE=232,DESCRIPTOR='ZT'
/*
```

Invert the following superdescriptor:

NPS2-PER-HISTORY		File # 232				
Ty	L	Field ID	F	Length	Occ	D U DB S
*	-	-----	*	-----	-----	* * -- *
SP	1	INSTALL-PRVSSN-EFDATE-SEQ	A	22		S ZU N

Consisting of:

INSTALL-PRVSSN-EFDATE- SEQ

Source field name *	F	Length	Start	End	DB
NEW-INSTALL	A	4.0	1	4	LK
PREVSSN	A	9.0	1	9	SA

EFDATE	N	8.0	1	8	AA
SEQ	N	1.0	1	1	SD

Using the following commands:

```
//DDKARTE DD *
ADAINV INVERT FILE=232
ADAINV TEMPSIZE=???,SORTSIZE=???,
ADAINV SUPDE='ZU=LK(1,4),SA(1,9),AA(1,8),SD(1,1)'
/*
```

Invert the following superdescriptor:

NPS2-PERHIST-AUDIT		File # 242				
Ty	L	Field ID	F	Length	Occ	D U DB S
* - - - - -		* - - - - -		* - - - - -		* * - - *
SP	1	INSTALL-PRVSSN-EFDATE-SEQ	A	22		S ZB N

Consisting of:

#### INSTALL-PRVSSN-EFDATE- SEQ

Source field name *	F	Length	Start	End	DB
NSTALLATION	A	4.0	1	4	BD
PREVSSN	A	9.0	1	9	SA
EFDATE	N	8.0	1	8	AA
SEQ	N	1.0	1	1	SD

Using the following commands:

```
//DDKARTE DD *
ADAINV INVERT FILE=242
ADAINV TEMPSIZE=???,SORTSIZE=???,
ADAINV SUPDE='ZB=BD(1,4),SA(1,9),AA(1,8),SD(1,1)'
/*
```

## 5.0 INSTALL DATA GLOSSARY

Not applicable

## 6.0 CATALOG SOURCE CODE

When installing software release 8.6, 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/BJS

#### JOB: CA00118 (Non-Personnel Action Cash Awards Listing Rpt 118)

- Change the parameter program in the job directory from NAO9502 to NAO118P keeping it in the same occurrence for any job using the needing the new pay date parameter screen.

#### JOB: CA/NA00205 (Student Loan Repayment (SLR))

- Add two work files that may be temp files.
- Add to allocation step and in the step that executes NAB205.

In first step, add to end:

```
1 //ALW1 DD DSN=&&EMP,DISP=(,PASS),  
1 // UNIT=SYSDA,SPACE=(TRK,(10,9),RLSE)  
1 //ALW2 DD DSN=&&CENTER,UNIT=SYSDA,DISP=(,PASS),  
1 // SPACE=(TRK,(10,9),RLSE)
```

In Natural step that executes NAB205, add:

```
//CMWKF01 DD DSN=&&EMP,DISP=MOD  
//CMWKF02 DD DSN=&&CENTER,DISP=MOD
```

#### JOB: CA00014 (Leave Year End)

- JCL has been provided to the Operational Support Group. The Report dataset has been split into 10 separate datasets – one for each center.

#### JOB: CA00109 (Donated Annual Leave Hist Report)

JCL has been provided to the Operational Support Group. The Report dataset has been split into 10 separate datasets – one for each center.

JOB: CA00015 (Fiscal Year End)

- JCL has been provided to the Operational Support Group. The Report dataset has been split into 10 separate datasets – one for each center.

TSO: CA00201 (Transaction Report 201)

- A new TSO-submittable set of JCL has been provided to the Operational Support Group.

**NPTL0049** – JCL to run this tool has been provided to the Operational Support Group. See information below in the Data Updates section.

**NPTL0050** – JCL to run this tool has been provided to the Operational Support Group. See information below in the Data Updates section.

**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 8.6, enter “8.6” 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. TNOAC   | 20020064 | Add 946 to TNOAC Table   |
| 2. RREQFLD | 20020064 | Add screens A, C, and L for NOAC 946<br>846/847 A, C, and L screens should match 946 |
| 3. TTAX    | 20020049 | Change TTAX for AZ   |
| 4. TTAX    | 20020115 | Change TTAX for CA   |

**9.3 Data Updates**

1. NPTL0049 - This is a one-time run tool that sets the Time Off Award (TOA) Year Limit default on the CTLPER Screen. This should be run in batch mode with the year limit and the centers entered via JCL; it can also be run online. The Input Year

Limit parameter can be from 1 – 50, with 1 as the default. Centers can subsequently update TOA Year Limit via the CTLPER screen to change to the value they need. If this tool is not run, a default of 1 is used.

2. NPTL0050 – This is a one-time run tool to reset the Payroll Middle Initial (NAME: MIDDLE, NPS2-PAY-MASTER.PAY-NAME-MI) when it is equal to ‘(, ’), ‘;’, or ‘.’ (left paran, right paran, semi-colon, or period).

## 9.4 Update Help

Help File – Help can be added for the new NAO118P 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:NAM118P PAGE NUMBER:1 FUNCTION: R**

Template field description and usage:

Sequence Code – This is a required field that determines how the information will be returned on the report.

- 1 – Name (Last, First, Middle, Suffix)
- 2 – SSN

Date –

This field will default to the current pay period pay date (Pay Period Ending Date (from CTLPAY) + 10 days)

If this field is blanked out data will be returned on all non-personnel cash awards since inception of NPPS.

If date is present it must be in the format of YYYYMMDD and must be a valid Pay Date. The Pay Date, if present, must be the Pay Date matching the Award Payment Date on CASHPAY.

PF KEY 1 INVOKES THIS TEMPLATE. NO OTHER PF KEYS ARE VALID.

## 10.0 INSTALLATION CHECKLIST

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