

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

Software Release

8.9.2

PrISMS Contract

Date: October 1, 2003



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 8.9.2**

Approved by

10/01/03

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10/01/03

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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 **8.9.2**

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 **8.9.2**, 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](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)  
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 8.9.2 are detailed in Appendix D, Installation Instructions.

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

The datasets for Software Release 8.9.2 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
EE	Employee Express
EEICD	Employee Express Interface Change Document
FSA HC / DC	Flexible Spending Account Health Care / Dependent Care
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
TFPB	Transportation Fringe Benefit Program
TSPCU	Thrift Savings Plan Catch-Up
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 8.9.2  
PERSONNEL & PAYROLL**

1. **20030073**
  - A. **Purpose:** Modify the AdminSTAR Learner file to include the correct Veteran's Preference Code.
  - B. **Test Procedure:**
    - 1) Run batch job CA00027.
    - 2) Compare the last data element in selected records in the Learner file with screen PERMAST for selected employees.
  - C. **Validation:** Verify Learner file includes the correct Vet Pref Code as indicated on PERMAST.
  
2. **20030074**
  - A. **Purpose:** Modify W2 dataset from W2 Wage and Tax (CA00418) to include appropriate State/City amounts for Flexible Spending Account (FSA).
  - B. **Test Procedure:**
    - 1) Selected a variety of test employees who are participating in the FSA program and are subject to a variety of state and city income taxes, both current and former.
    - 2) Run batch job CA00418.
  - C. **Validation:** Verify the output W2 dataset (tape) includes appropriate FSA HC/DC amounts for all applicable State and City Tax Codes in the format described in the SRS.
  
3. **20030078**
  - A. **Purpose:** Modify the Employee Express Master file to include employee names in four (4) parts: Last Name; First Name; Middle Initial; and Suffix.
  - B. **Test Procedure:**
    - 1) Suspend and mature a NOAC 780 (Name Change) that includes each of the fields defined above for a selected employee.
    - 2) Run Create EE Master File (CAEE002).
    - 3) Compare the output EE Master File with the new NPPS Employee Name in PERMAST.
  - C. **Validation:** Verify the EE Master File record for the employee includes the appropriate name data as described in the EE Interface Control Document in positions 411-451.

4. **20030079**

A. **Purpose:** Modify Report 406 to include changes for implementation of TSP Catch-Up (TSPCU) processing.

B. **Test Procedure:**

- 1) Selected test employees who are contributing to TSP Catch-Up.
- 2) Give employees good time cards via TAEDIT.
- 3) Check QREG for appropriate TSPCU deductions.
- 4) Run Payroll Products (CA00004) via BJS Processes.
- 5) Print Report 406 (from job CA00004).
- 6) Compare Report 406 with QREG.
- 7) Run SF1166 SCHED/VOUCH OF PAY (CA00406) via BJS Reports.
- 8) Print Report 406 (from job CA00406).
- 9) Compare second Report 406 with QREG.

C. **Validation:** Verify each Report 406 reflects appropriate TSPCU amounts.

5. **20030080**

A. **Purpose:** Modify FSA Reports 560 and 566 so that HC and DC amounts are reflected on each report and to implement a “name check” on the incoming FSA data.

B. **Test Procedure:**

- 1) Setup an FSA billing file that includes data for
  - (a) An SSN that does not exist in NPPS
  - (b) An employee name that does not exist in NPPS
  - (c) An employee with an FSA HC allotment and no FSA HC deduction
  - (d) An employee with an FSA DC allotment and no FSA DC deduction
- 2) Run FSA ADDS, CHGS, DELS LIST (CA00560) via BJS Processes.
- 3) Print Report 560.
- 4) Run FSA DEDUCTIONS TAKEN (CA00566) via BJS Processes.
- 5) Print Report 566.

C. **Validation:**

- 1) Verify Report 560 includes totals for FSA HC and FSA DC.
- 2) Verify Report 560 totals for FSA HC and FSA DC match the totals on Report 566.
- 3) Verify Report 566 reflects the error message, "NAME MISMATCH SHPS: XXX NPPS: XXX," when the incoming name does not match the NPPS name.
- 4) Verify Report 566 reflects the error message, "MER record not found," when the incoming SSN does not exist in NPPS.
- 5) Verify Report 566 reflects all employees who have an FSA HC or DC allotment as well as those with deductions.

6. **20030081**

A. **Purpose:** Modify TSP Catch-Up Adjustment processing so that TSPCU refunds are included in net pay.

B. **Test Procedure:**

- 1) Add a TSP Adjustment Type 29 via TSPADJ for a selected employee.
- 2) Give the employee a good time card via TAEDIT.
- 3) Run jobs 4, 6, and 9 to start a new Pay Period.
- 4) Delete the TSP Adjustment Type 29 via TSPADJ for the selected test employee.
- 5) Check QREG for the test employee.

C. **Validation:** Verify the refunded Type 29 adjustment is included in the test employee's net pay.

7. **20030083**

A. **Purpose:** Modify City Taxable Wage calculations to prevent tax reductions for FSA HC / DC and Transportation Fringe Benefits Program (TFBP) for all Ohio Cities.

B. **Test Procedure:**

- 1) Select test employees who are subject to City Income tax, have city tax codes of 003, 004, or 005, and are participating in FSA and TFBP.
- 2) Give each employee a good time card via TAEDIT.
- 3) Compare City Taxable Wage and Tax calculations (per QREG) against the applicable algorithms SRS, Appendix L.

**C. Validation:**

- 1) Verify the City Taxable Wages are not being reduced by the FSA and TFBP deduction amounts.
- 2) Verify the City Wages and Taxes meet requirements defined in SRS, Appendix L.

**8. 20030084**

**A. Purpose:** Modify Personnel Mature to pass Middle Initial correctly to Payroll.

**B. Test Procedure:**

- 1) Suspend a NOAC 780 (Name Change) for a test employee, using an input Middle Name = an alpha character followed by a period (.).
- 2) Suspend a NOAC 780 (Name Change) for a test employee, using an input Middle Name = an alpha character preceded by a period (.).
- 3) Suspend a NOAC 780 (Name Change) for a test employee, using an input Middle Name = multiple alpha characters (other than "NMI").
- 4) Suspend a NOAC 780 (Name Change) for a test employee, using an input Middle Name = multiple alpha characters (other than "NMI") within parentheses.
- 5) Suspend a NOAC 780 (Name Change) for a test employee, using an input Middle Name = "NMI."
- 6) Mature the actions.

**C. Validation:**

- 1) For case 1 above, verify the input Middle Name value (single alpha character – without the period – is reflected as a Middle Initial on the PERSON screen.
- 2) For case 2 above, verify the PERSON screen reflects a blank in Middle Initial.
- 3) For case 3 above, verify the PERSON screen reflects the first input alpha character as Middle Initial.
- 4) For case 4 above, verify the PERSON screen reflects a blank in Middle Initial.
- 5) For case 5 above, verify the PERSON screen reflects a blank in Middle Initial.

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 8.9.2  
OCTOBER2003**

The purpose of this release is to implement the changes allocated to software release 8.9.2 described below.

**SOFTWARE RELEASE 8.9.2**

RC 1620s IMPLEMENTED

CCR	Description
20030078	Change Outgoing EE Name
20030080	Changes to FSA 560 and 566 Reports <b>(ER)</b>
20030081	TSPCU Adjustment 29 Changes <b>(ER)</b>
20030083	FSA is not considered pre-tax earnings for Cities

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

DR 1620s IMPLEMENTED

CCR	Description
20030073	AdminSTAR Learner File – VETPREF <b>(ER)</b>
20030074	W-2 Dataset Missing State/City FSA
20030079	TSPCU Changes Overlaid for Report 406 <b>(ER)</b>
20030084	Correct Payroll Middle Initial

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

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

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 8.9.2  
October2003**

**Introduction**

Release Date – 10/01/03

Release Inventory:

Dataset Names:

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

- MSMOV.NPPS.PROD.R892.R0903.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

### 2.1 Copy Source Modules

When installing software release 8.9.2, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R892.R0903.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	0
Help routines	0
Subroutines	0
Subprograms	0
Local/Param Data Areas	0
Programs	12
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	12
Total Views Unloaded	0
Total Objects Read	12
Total Object Unloaded	12

## 2.2 List of Source Code Modifications

<b>MODULE</b>	<b>Description</b>
EEB002	Employee Express Outgoing Dataset
NAB406A	Report 406 – SF1166 Voucher
NAB418	Report 418 – W-2 Dataset
NAB560	Flexible Spending Account (FSA) Incoming Report 560
NAB560A	Flexible Spending Account (FSA) Incoming Report 560
NAB566	Flexible Spending Account (FSA) Deductions Report 566
NAB6080C	Normals Recalculation (Batch)
NAO3150F	Time and Attendance Net Pay
NAO9120R	Calculate City Tax
NEBAS01A	AdminSTAR Learner File
NEO3125	Personnel Mature

RELEASE PROGRAMS (NEW) ==> 11

## 2.3 List of Source Code Additions

<b>MODULE</b>	<b>Description</b>
NPTL0059	Tool to correct Payroll Middle Initial

RELEASE PROGRAMS (NEW) ==> 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**

Not applicable

#### **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 CODE**

When installing software release 8.9.2, 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/BJS/Xerox MODIFICATIONS**

### **JCL/BJS**

#### **NPTL0059**

The JCL for this has been given to the Operational Support Team.

### **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 8.9.2, enter "8.9.2" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

### **9.2 Run Tool to Update Payroll Middle Initial**

Tool NPTL0059 should be run after the 8.9.2 software has been installed and will correct invalid middle initials on the pay master. These middle initials are currently blank on the pay master with a middle name on the personnel master of initial and a period (i.e., S.). The JCL is run via TSO and puts a report out in the output queue (not a work file) that shows Center, SSN, Payblock, Payroll first name, new Payroll middle initial, Payroll last name, and Payroll suffix. The output will also indicate anyone who has a duty status NE 'Z' on the personnel master but does not have a record on the pay master; these employees were not updated.

## **10.0 INSTALLATION CHECKLIST**

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