

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

Software Release

9.4

PrISMS Contract

Date: March 19, 2004



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 9.4**

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SOFTWARE RELEASE 9.4**

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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 **9.4**

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 **9.4**, 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**

No documents are affected by this release

### **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 9.4 are detailed in Appendix D, Installation Instructions.

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

The datasets for Software Release 9.4 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

ADJ	Adjustment
ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
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
OT	Overtime
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
VDD	Version Description Document
WebTADS	Web-based Time and Attendance System

**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 9.4 PERSONNEL & PAYROLL

## 1. 20040025

- A. **Purpose:** Automate the overtime adjustments needed due to the change in the overtime max/cap that went into affect on 11/24/03.
- B. **Test Procedure:**
- 1) Set up or identify the necessary seven (7) basic test cases.
  - 2) Case 1: Wage Grade employee (pay plan starting with 'W')
  - 3) Case 2: Senior executive service (pay plan 'ES')
  - 4) Case 3: Executive service (pay plan 'EX')
  - 5) Case 4: Non-exempt (FLSA is not 'E')
  - 6) Case 5: Have no history for pp 11/29/03 through 01/10/04
  - 7) Case 6: Have history for these pay periods but no overtime
  - 8) Case 7: Does not fall under 1-6 above (employee that will be processed)
  - 9) Case 8: Falls in 7 above and has time on the WEBTADS dataset
  - 10) Case 9: Falls in 7 above and has time on the HARDCOPY dataset
  - 11) Run the Overtime (OT) tools.
- C. **Validation:** Verify the following for each case described above.
- 1) Case 1-6: Check the OT tools reports and ensure that none of these employees are on them. There should be no changes to their QREG Screens or ADJ Screens.
  - 2) Case 7-9: These employees should be on the OT tools reports. The amount on the reports should be on the OVERTIME line on the ADJ Screen as a money adjustment and on the QREG screen as an OT adjustment.
  - 3) Run CA00003 for all centers. QREG totals for employees in Case 7-9 should be in balance.

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 9.4**

The purpose of this release is to implement the changes allocated to software release 9.4 described below.

**SOFTWARE RELEASE 9.4**

RC 1620s IMPLEMENTED

CCR	Description
20040035	OT Adjustment Tools

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

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

# NASA PERSONNEL PAYROLL SYSTEM RELEASE DESCRIPTION SOFTWARE RELEASE 9.4

## Introduction

Release Date – March 19, 2004

Release Inventory:

Dataset Names:

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

- MSMOV.NPPS.PROD.R940.R0304.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](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 9.4, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R940.R0304.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	5
Helproutines	0
Subroutines	0
Subprograms	0
Local/Param Data Areas	0
Programs	5
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	10
Total Views Unloaded	0
Total Objects Read	10
Total Object Unloaded	10

**2.2 List of Source Code Modifications**

Not applicable

**2.3 List of Source Code Additions**

The following is a list of all modules that were added for the software release 9.4.

<b>MODULE</b>	<b>Description</b>
OTM01	OT Adjustment Detail Report
OTM02	OT Adjustment Individual Report
OTM03	OT Adjustment Center Totals Report
OTM04	OT Adjustment Agency Totals Report
OTM05	OT Adjustment
OT1	OT Adjustment Driver
OT2	OT Adjustment Update / Detail Report
OT3	OT Adjustment Individual Report
OT4	OT Adjustment Center/Agency Totals Report
OT5	OT Adjustment

RELEASE PROGRAMS (MOD) ==> 10

## **2.4 List of Source Code Deletions**

Not applicable

## **3.0 PRE-PREDICT DATA CONVERSION**

Not applicable

## **4.0 INSTALL PREDICT**

Not applicable

## **5.0 INSTALL DATA GLOSSARY**

Not applicable

## **6.0 CATALOG SOURCE CODE**

When installing software release 9.4, 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/BJX**

#### Tool: OT1 – TSO ONLY JCL

- New JCL Stream
- Copy given to CPO
- TSO run only
- Output datasets contains report
- Updates NPS2-PAY-MASTER, NPS2-MER-FILE, and NPS2-REG-FILE

#### Tool: OT3 – TSO ONLY JCL (Individual SSN Report)

- New JCL Stream

- Copy given to CPO
- TSO run only
- Output dataset contains report

## **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 9.4, enter "9.4" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

### **9.2 Running software/tools**

The OT1 JCL stream will run and UPDATE the database (ADJ Screen and Pay Block totals). This job MUST be run BEFORE CA00003 is run. It can only be run once. If it needs to be run again, there must be a database restore done before the second run. Rerunning the job will result in doubled adjustments.

If a test run needs to be done first that will produce the reports but not update the database, then the 3 UPDATE statements must be commented out in OT2. Upon completion of testing and before the update run, the statements must be uncommented to allow database update.

## **10.0 INSTALLATION CHECKLIST**

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