

**CONSOLIDATED AGENCY PERSONNEL PAYROLL SYSTEM (CAPPS)
/ NASA PERSONNEL PAYROLL SYSTEM (NPPS)**

INTERFACE CONTROL DOCUMENT

FOR

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1.0 EXPLANATION OF REQUIREMENT

The Consolidated Agency Personnel Payroll System (CAPPS) SRS identifies the following requirements:

“CAPPS shall maintain an interface with NPPS at each installation for receiving personnel, payroll, organization table, FTE actual usage, SF113A Report, and NPPS Report 818 information.”

1.1 NPPS REQUIREMENT

NPPS shall maintain an edit information that will be placed in the following files and transmitted to NHCC for input into CAPPS:

<u>SRS File Name</u>	<u>Transmit File Name</u>
NPPS Transaction Input File	CAPPS.TX.XXXX
NPPS Status Input File	CAPPS.STS.XXXX
NPPS SF 113-A Input File	CAPPS.SF113A.XXXX
NPPS Organization Table Input File	CAPPS.ORGZTN.XXXX
NPPS FTE Actual Usage Input File	CAPPS.ACTL.XXXX
NPPS Report 818 File	CAPPS.RPT818.XXXX

“XXXX” of the transmit file name shall be replaced with the acronym of the installation transmitting the file. The installation acronyms are as follows:

ARC	Ames Research Center
DFRF	Dryden Flight Research Center
GSFC	Goddard Space Flight Center
HQS	Headquarters
JSC	Johnson Space Center
KSC	Kennedy Space Center
LARC	Langley Research Center
LERC	Lewis Research Center
MSFC	Marshall Space Flight Center
SSC	Stennis Space Center

1.2 EDIT REQUIREMENTS

NPPS shall perform all data element edits before submitting the data to CAPPS. The edit requirements and rules for recording the data elements are defined in Attachment A.

1.3 DATA FORMAT

- Numeric data shall be right justified and zero filled. Empty data elements shall contain zeros.
- Alphabetic data shall be left justified and space filled. Empty data elements shall contain spaces unless specified otherwise in the submission rule.

1.4 FILE FORMAT

Each file shall be a flat file with records of fixed length.

1.5 TRANSMIT FILES TO NHCC

The files shall be transmitted to NHCC via NDM (Network Data Mover).

1.6 FILE RETENTION

Each file transmitted from an installation to NHCC shall be backed up and retained, by the installation, for 90 days.

1.7 SPECIFIC REQUIREMENTS OF FILES

Each file transmitted shall be a flat file and shall consist of one header record, which shall be the first record on the file, and detail records.

The data elements for the header and detail records for each file are defined in Attachment A.

Data shall be transmitted only for employees whose Agency code is "NASA". Data for employees with other Agency codes shall not be submitted to CAPPS in any form (e.g., Transaction, Status, SF113A counts, or FTE Actual counts).

The following sections define the selection and submission requirements for the files.

1.7.1 NPPS Transaction Input File (CAPPS.TX.XXXX)

NPPS shall transmit, from each NASA installation, the NPPS Transaction Input File at the end of each pay period and at the end of the fiscal year (i.e., as of September 30). The file shall contain data for transactions that have occurred

either (1) during the pay period (for pay period submissions), or (2) during the period of time from the end of the last pay period in the fiscal year through September 30 (for the EOFY submission).

All available data shall be reported on each record for all transactions. Data for all NOACs shall satisfy both OPM and NASA reporting requirements. The file shall be created in a manner to eliminate processing by CAPPS for pay period reporting of personnel transactions to OPM.

All cancellation actions shall be submitted with NOAC = 001. All correction actions except SSN changes shall be submitted with NOAC = 002. SSN changes shall be submitted with NOAC = 994

Exclude transactions with NOAC = 990 and (WORKSCH = WA or WC) or PAYPLN = ED, EF, EX, FN, GW, WW, YV, YW, or ZZ.

For corrections (NOAC = 002), submit all transaction record fields, not just the corrected and identifying fields. CAPPS will replace the corresponding corrected record with the correction record.

Interinstallation transfers shall be reported as follows:

- The losing installation shall submit the appropriate NOAC and prior data
- The gaining installation shall submit the appropriate NOAC and current data.

Data in this file shall be edited for OPM, NASA, and CAPPS requirements before it is transmitted to CAPPS.

1.7.2 NPPS Status Input File (CAPPS.STS.XXXX)

NPPS shall transmit, from each NASA installation, the NPPS Status Input File at the end of each pay period and at the end of the fiscal year (i.e., as of September 30). The file shall consist of individual employee records containing data that is either (1) as of the end of the pay period (for the pay period submission) or, (2) as of September 30 (for EOFY submissions). For the EOFY transmission, any fields that are related to employee pay or hours shall be as of the end of the last full pay period ending in the fiscal year; all other fields shall be as of September 30.

Status information shall be provided for all active employees and for employees who separate from NASA during the period for which the file is submitted. However, separated employee status information included in the EOFY submission shall not be duplicated in the subsequent pay period submission.

The file shall be created in a manner to eliminate processing by CAPPs for pay period reporting of status information to OPM.

Interinstallation transfers shall be reported as follows:

- The losing installation shall send a status record if the transfer is effective on the last day of a pay period but shall not send a status record if the effective date of the transfer is any other date within the pay period.
- The gaining installation shall send the current status record for the pay period within which the transfer (accession) was effective.

Data in this file should be edited for OPM, NASA and CAPPs requirements before it is transmitted to CAPPs.

1.7.3 NPPS SF113A Input File (CAPPs.SF113A.XXXX)

NPPS shall transmit the SF113A Input File, From each NASA installation, each month and at EOFY.

The monthly submission shall contain data accumulated for each pay period ending in the month for which the file is submitted. For the EOFY transmission, data that is related to employee pay or hours shall be as of the last full pay period ending in the fiscal year; all other data shall be as of September 30.

This file consist of counts of employees who have not been officially separated from the Agency as of the report date. Counts are computed for employees working in a territory, foreign country, D.C., and outside D.C.. The data element SF113A-EMPL-TYPE-CODE describes the employee type. The SF113A Input File shall conform to FPM Supplement 298-2 instructions for format, content, and data validation.

Data in this file shall be edited for OPM requirements before it is transmitted to CAPPs.

1.7.4 NPPS Organization Table Input File (CAPPs.ORGNZTN.XXXX)

NPPS shall transmit the NPPS Organization Table Input File, from each NASA installation, quarterly. This file consist of the installation's organization data that is required by OPM and shall contain data for March 31, June 30, September 30, or December 31.

Data in this file shall be edited for OPM requirements before it is transmitted to CAPPs.

1.7.5 NPPS FTE Actual Usage Input File (CAPPS.ACTL.XXXX)

NPPS shall transmit the FTE Actual Usage Input File, from each NASA installation, at the end of each pay period. The file shall contain data for the pay period and shall consist of a summation of hours worked, dollars paid, and employee counts. The data shall be identified by an employee type. The data element FTEACT-EMPL-TYPE-CODE describes the employee types, the code values, and the selection criteria for each employee type.

Data in this file shall be edited for NASA and CAPPS requirements before it is transmitted to CAPPS.

1.7.6 NPPS Report 818 File (CAPPS.RPT818.XXXX)

NPPS shall transmit the NPPS Report 818 File, from each NASA installation, at the end of each pay period. The file shall contain data for all active employees for the pay period and shall contain data created for **NPPS Report Number 818**. Each file consist of one header record and detail records. The detail records consist of header **line** records and detail **line** records.

The header line records contain employee type information such as “ Full Time Permanents” and “Other Than FTP” and column heading information such as “SES”, “GS/GM”, and “WAGE”. The data is identified by record type (RPT-818-RCRD-TYPE-IND = D), page number, and line number.

Lines that are blank on NPPS Report Number 818 shall not be submitted. Numeric fields that are zero shall be submitted as zero for all detail line records for which RPT-818-LINE-NAME has a value.

The data elements assigned to this file are described in detail in Attachment A.

The CAPPS.RPT818.XXXX file is described in detail in Attachment A -- RECORD LAYOUTS FOR FLAT FILES. “XXXX” represents the acronym of the submitting NASA installation.

Data in this file shall be edited for NASA and CAPPS requirements before it is transmitted to CAPPS.

CAPPS does not load the data in this file to the CAPPS database. The Headquarters user downloads the data from the CAPPS.RPT818.XXXX file to a PC-based product to create an Agencywide 818 report.

2.0 ICD CHANGES

This section summarizes the changes to this ICD that are included in CAPPS Release 3.3.

The modified elements are listed in this section.

CCR 96000240 Changes to CPDF Status and Dynamics Extracts

The following two fields were added to the CAPPS.STS.XXXX file:

- EMPL-CRNT-RTNG-EFCTV-DATE N8 Position 2946 - 2953
- EMPL-CRNT-RTNG-PTRN-CODE A1 Position 2954

The following two fields were added to the CAPPS.TX.XXX file:

- EMPL-CRNT-RTNG-EFCTV-DATE N8 Position 1809 - 1816
- EMPL-CRNT-RTNG-PTRN-CODE A1 Position 1817