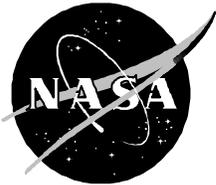


**USER AND OPERATIONS GUIDE FOR THE
NASA PERSONNEL/PAYROLL SYSTEM**

Release 6.0.0

PrISMS Contract
MARCH 1997



National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

CHANGE NOTICE
FOR THE
USER AND OPERATIONS GUIDE FOR THE
NASA PERSONNEL/PAYROLL SYSTEM

Release 6.0.0
March 1997

CSC

MSFC

Hector Garcia, Manager Date
Application Software Development

Sheila Fogle Date
Consolidated Center Project Manager

CHANGE INSTRUCTIONS

1. File the attached changes as indicated below.

Note: A change indicator in the margin shows the area of change.

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C-8
F-7
APPENDIX G
PERACT - 14
MASS - 13
SF7-2
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Section 2.1.4
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2. Sign and date this page in the space provided below to show that the changes have been incorporated, and file this page immediately behind the History Page.

Name of person incorporating changes

Date

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2. Sign and date this page in the space provided below to show that the changes have been incorporated, and file this page immediately behind the History Page.

Name of person incorporating changes

Date

2.1.4 Agency Payroll Consolidation Process

The following payroll batch jobs are jobs that may be executed using APC procedures.

(See section 3.1.3 for Agency Payroll Consolidation logon procedures.)

Payroll Batch Mature (NA00001)

Batch Payroll Mature Processing

Report 201 - Transaction Report

Pay Batch Matured records deletion

Payroll T&A (NA00003)

Report 100 - T&A Reported Hours

Report 204 - T&A Paid Hours

Generated T&A Card Data for LWOP and Severance employees

T&A bi-weekly pay computations

Report 202 - Payroll Register

Report 5101 - IMFH Processing

Deletion of IMFH records

Report 5101B - T&A Processing

Update of Control Pay (CTLPAY)

Payroll Final Reports(NA00004)

Update of Data Lock Flag

Report 100 - T&A Reported Hours

Report 204 - T&A Paid Hours

Report 107 - Limited Appointment Employees

Report 200 - Master Employee Record

Report 203 - Leave and Pay Processing Information
Report 302 - Bond Enrollment Register
Report 303 - Work Years and Personnel Costs
Report 304 - FTE Work Year
Report 305 - FTE Pay Status/Zero
Report 306 - FTE Accessions
Report 307 - FTE Separations
History File Updates
Report 104 - Health Insurance Not Paid
Report 111 - Permanent Change of Station
Report 309 - Consolidated OT/CT/Credit Hour Report
Report 310 - Overtime
Report 313 - FTE Status Change
Report 405 - FTE Report
Report 409 - SF1150 Record of Leave
Report 410 - Semiannual Head Count
Report 411 - SF2807 CSRS Separations and Transfers
Report 412 - SF3103 FERS Separations and Transfers
Report 413 - SF2806 CSRS Individual Retirement Record
Report 414 - SF3100 FERS Individual Retirement Record
Report 420 - Biweekly Retirement Report
Report 408 - Tax Withholding Report
Report 415 - Quarterly FIT/FICA/HIT Tax withholding

Report 460 - CAPPs Status Data Report

Report 818 - Fund Source 1

Schedule NECAPP1 Bi-weekly extract

Schedule NECAPP2 Monthly extract

Payroll Products (NA00005)

Update Payroll Data lock Flag

Report 301 - Bond Status Register

Report 102 - Net Pay/Voluntary Allotment Disposition Register

Report 103 - Net Pay Disposition Register

Report 202 - Payroll Register

Report 401 - Union Dues Report

Report 403 - SF2812 Report of Withholdings and Contributions for Health Benefits

Report 404 - Bond Request Register

Report 402 - CFC Register

Report 406 - SF1166 Voucher and Schedule of Payments

Report 106 - Payroll Cash Awards Register

Report 456 - NEBA Biweekly Summary

NON-EFT Net Pay and NON-EFT Center and Employee Payments File

EFT PAY AND ALLOTMENT Payments File

BOND Purchase Payments File

TSP Payments Tape

NEBA Biweekly Summary Tape

Payroll Pay Period Initialization (NA00006)

Report 505 - Gains and Losses to NORMALS by Payblock Migration

Employee changes payblock

NORMALS equated

Current Fields and Flags set to initialized values

Transaction Log File records deleted

Control Pay Record (CTLPAY) automated fields updated

Matured Payroll Suspense Records deleted

Payroll NORMALS recalculation (NA00009)

NORMALS equated

NORMALS calculated

Payroll Cash Awards (NA00118)

Report 118 - Non-Personnel Action Cash Awards Master Listing

CAPS extract file creations jobs

NECAPP1 - Bi-weekly extract (Job initiated by Job NA00004)

NECAPP2 - Monthly extract (Job initiated by Job NA00004)

NECAPP3 - Quarterly extract

NECAPP4 - Fiscal Year End extract

3.1.3 Agency Payroll Consolidation Logon

Designated personnel from the Consolidated Payroll Office (CPO) will be identified by a special set of NPPS user identification codes. (See Security Maintenance, 4.3.1.1). CPO users will use their CPO identification to execute and monitor APC batch jobs. Logging on to NPPS, as a CPO user for the purpose of submitting or monitoring batch APC batch jobs, requires that "NASA" be entered into the unprotected field in the upper left hand corner of the screen under the "COMMAND" line on the JOB SCHEDULER MAIN MENU (BJSMM). Having logged on as a CPO user, and entered "NASA" into BJSMM, the menu selections made from BJSMM will be as a CPO user.

When scheduling a CPO job, the last parameter screen that will be seen will be a center selection screen that will automatically be presented for center selection(s). One or more centers may be selected. (See Appendix F, NPO950PA - CPO CENTER SELECTION SCREEN, for a description of this parameter screen's use.)

NEMD000J	NPPS	10 OF 11
MODE:	PERHIST AUDIT BROWSE	

NAME		SSN
EMPL-SCH-BASIC-PAY-AMT	0.00	EMPL-AVLBLTY-PAY-ANL-AMT
EMPL-SCH-ADJST-BASIC-PAY-AMT		EMPL-SCHDL-LCLTY-ANL-AMT
EMPL-RDCTN-IN-FRC-NTE-DATE	0	EMPL-SCHDL-TOT-PAY-AMT
EMPL-LCTD-INSTLTN-CODE		GRADE-RESET-CODE
EMPL-CRNT-RTNG-EFCTV-DATE	0	DLT-GRADE-RESET-CODE
EMPL-PRIOR1-RTNG-EFCTV-DATE	0	HIGRADE-RESET-CODE
EMPL-PRIOR2-RTNG-EFCTV-DATE	0	PEFRATC-RESET-CODE
EMPL-PRIOR3-RTNG-EFCTV-DATE	0	PEFRATP1-RESET-CODE
EMPL-SRVC-CMPTN-RTRMNT-DATE	0	PEFRATP2-RESET-CODE
EMPL-AWARD-BDGT-CODE		EMPL-PRFMNC-RTNG-YR3-FLAG
EMPL-PERS-MRA-DATE	0	EMPL-TOA-HRS-YTD-RESET-CODE
EMPL-ARMY-LINE-NMBR-CODE		
EMPL-ARMY-PRGRPH-CODE		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF6= END ACTION	PF11= GO TO	PF12= END

PERHIST AUDIT BROWSE (PAGE 10)

NEMD000J	NPPS	11 OF 11
MODE:	PERHIST AUDIT BROWSE	

NAME		SSN
EMPL-CRNT-RTNG-PTRN-CODE		
EMPL-PRIOR1-RTNG-PTRN-CODE		
EMPL-PRIOR2-RTNG-PTRN-CODE		
EMPL-PRIOR3-RTNG-PTRN-CODE		
CRNT-PTRN-RESET-CODE		
PRIOR1-PTRN-RESET-CODE		
PRIOR2-PTRN-RESET-CODE		
PRIOR3-PTRN-RESET-CODE		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF6= END ACTION	PF11= GO TO	PF12= END

PERHIST AUDIT BROWSE (PAGE 11)

```

NEMC000Y                                NPPS                                23 OF 25
MODE:                                     PERSONNEL HISTORY MAINTENANCE
-----
NAME                                     SSN
EMPL-AVLBLTY-PAY-ANL-AMT              B E F O R E                A F T E R
0 > ____0                              0 > ____0
EMPL-SCHDL-LCLTY-ADJ-ANL-AMT          0 > ____0                  0 > ____0
EMPL-SCHDL-TOT-PAY-AMT                 0 > ____ . 0              0 > ____ . 0
EMPL-CRNT-RTNG-PTRN-CODE               > -                        > -
EMPL-PRIOR1-RTNG-PTRN-CODE             > -                        > -
EMPL-PRIOR2-RTNG-PTRN-CODE             > -                        > -
EMPL-PRIOR3-RTNG-PTRN-CODE             > -                        > -
-----
PF1= HELP                               PF3= PREV SCREEN           PF5= MAIN MENU
PF6= END ACTION                          PF11= GO TO                PF12= END
    
```

PERSONNEL HISTORY MAINTENANCE (PAGE 23)

```

NEMC000W                                NPPS                                24 OF 25
MODE: CHANGE                             PERSONNEL HISTORY MAINTENANCE
-----
NAME                                     SSN
OPF-SENT-DATE                          0 > ____0
EPF-SENT-DATE                          0 > ____0
EMF-SENT-DATE                          0 > ____0
OPF-SENT-TO
EPF-SENT-TO _____
EMF-SENT-TO _____
LEAVE-RECS-SENT _____
REASON-RESIGNED _____
-----
PF1= HELP                               PF3= PREV SCREEN           PF5= MAIN MENU
PF6= END ACTION                          PF11= GO TO                PF12= END
    
```

PERSONNEL HISTORY MAINTENANCE (PAGE 24)

4.1.8.9 Performance Rating

```

COMMAND: _____ NPPS
NEO9090      MASS PERFORMANCE RATING - MPEFRAT (NOAC 990)
-----
                                EFDATE:  _ _ _   YEAR:  _   PATTERN:  _

      CURR          CURR          CURR
      RATING       RATING       RATING
      SSN          SSN          SSN
-----
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-
-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END
    
```

MASS PERFORMANCE RATING (MPEFRAT)

Description and Execution

The Mass Performance Rating (MPEFRAT) template is used to generate a suspended Performance Rating (NOAC 990) for each employee you specify who also meets the selection criteria. You may also input the performance rating and year received. NPPS automatically maintains performance rating and year received for three prior periods.

Steps to Reach Mass Performance Rating

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **8** - Mass Actions.
3. At the Mass Actions Menu, select **9** - Performance Rating.

Description of Data Processing Results and Output

NPPS identifies the source of each generated transaction as being from the Performance Rating mass process.

```

NEMXXXXL          (SCREEN)L  -          (MISC. INFREQ.)  0 OF 0
BY-PASS EDIT:  _
NAME                                                    SSN

      RATING      YEAR          EFDATE          PATTERN
CUR  0 > _      > _          0 0 0      > 0_ 0_ 0_
PR1  0 > _      > _          0 0 0      > 0_ 0_ 0_
PR2  0 > _      > _          0 0 0      > 0_ 0_ 0_
PR3  0 > _      > _          0 0 0      > 0_ 0_ 0_

AWARDS:
  CHK   YEAR   TYPE   AMOUNT
  > _   > _   > _   > 0.00__

GROUP   BENEFIT AMOUNT   TIME OFF HRS/LYTD
  > _   > 0.00__   > 0.0_ / 0.0

GROUP TEXT > _____
AWD BUDGET           > _____

-----
PF1= HELP          PF3= PREV SCREEN      PF4= OPM MSG        PF5= MAIN MENU
PF6= END ACTION    PF10= MASTER INQ     PF11= GO TO        PF12= END
    
```

SCREEN L

Special PF Key

The capability exists to input either Net or Gross Award Amount for NOAC 877 On the Spot Awards, but the final On the Spot Award Amount must be Gross. Therefore, when Net Award Amount is entered, PF9 GROSS AWDAMT must be used to calculate Gross Award Amount.

If Gross Award Amount is entered, normal processing takes place.


```

COMMAND: _____ NPPS
NEOB000          EMPLOYEE SERVICE RECORD - EMPSEV
1
-----

SSN:  000 00 0001

NAME:  _____
      (LAST NAME)      (FIRST NAME)

-----

PF1=  HELP          PF5=  MAIN MENU          PF12=  END
    
```

ENTER SSN

You may enter the name to begin a personnel history name search if you do not know the employee's SSN. Press **ENTER**. NPPS displays the desired service record. (Refer to the following screens.)

```

NEMB000A          NPPS
                  EMPLOYEE SERVICE RECORD

NAME:             SSN:
ADDRESS:          DUTY STATUS:
DATE OF BIRTH:   WORK SCHEDULE:
SEX:             POSITION CRITICALITY:
DUTY STATION:   POSITION OCCUPIED:
ORGANIZATION:   PART-TIME HOURS:
FEDERAL SERVICE COMPUTATION DATE:   TENURE:
NASA SERVICE COMPUTATION DATE:     VETERAN PREF:
INSTALLATION EOD DATE:             VETERAN PREFERENCE RIF:
NEXT WIG DATE:                   ANNUITANT INDICATOR:
LAST PROMOTION DATE:             RETIREMENT PLAN:
NEW SUPERVISOR DATE:             CITIZEN:
TENURE BEGINNING DATE:          UNION BARGAINING UNIT STATUS:
TENURE ENDING DATE:             FEGLI STATUS CODE:
PROBATIONARY END DATE:         FEHB PLAN CODE:
FLSA PAY STATUS:               COMPETITIVE LEVEL:
NON NASA APPROPRIATION CODE:

.PERF. CURRENT:      PERF PR1:      PR2:      PR3:
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12=  END_
    
```

VIEW SERVICE RECORD (PAGE 1)

B.4 FATAL ERROR INFORMATION SCREEN

If you receive a fatal error information screen while using NPPS, the preferred procedure is to record all the information displayed on the screen and give it to your Installation Application Administrator. The Administrator should then notify the NACC Technical Service Center of the fatal error.

```
10:44:05.7      NASA PERSONNEL AND PAYROLL SYSTEM
89-06-07
NPO9010          ***** FATAL ERROR INFORMATION *****

                DAM1090  DEBBIE

                An error has occurred in the NASA Personnel and
                Payroll System while processing your transaction.

                Please write down or print the following

                Date-Time : 89-06-07 10:44:05.7
                Procedure : NPS2GLOB
                Statement : 200
                Error code: 933
                Error type: Natural
                System    : Payroll

                Press any 'PF-KEY' or 'ENTER' key to exit
                Please call HELP DESK at (205) 544-6673
```

Figure B.4-1 Fatal Error Information

C.5.7 Special Instructions

None.

C.5.8 Output Validation and Product Checklist

Outputs are as follows.

- Updated file - NPS2-PER-SUSPENSE
- Report 366 - Installation-Unique System Interface Major Errors Report

C.6 NE00096 PERSONNEL MASTER FILE TIME RECALCULATION

C.6.1 Operations Overview

This job is run to update time-dependent fields (Age: Current, Grade: Time-in-Grade, Install: Time Current, SCD: Fed Years, SCD: NASA Years, Performance Rating: Current, Performance Rating Year: Current, Performance Rating Effective Date: Current, Performance Rating: Prior 1, Performance Rating Year: Prior 1, Performance Rating Effective Date: Prior 1, Performance Rating: Prior 2, Performance Rating Year: Prior 2, Performance Rating Effective Date: Prior 2, Performance Rating: Prior 3, Performance Rating Year: Prior 3, Performance Rating Effective Date: Prior 3,) on NPS2-PER-MASTER.

C.6.2 Operations Owner/User

This information is to be supplied by the receiving installation.

C.6.3 Execution Schedule

The job is run daily

C.6.4 Data Inputs

None.

C.6.5 Initiation Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

C.6.6 Monitoring Procedures

These procedures comprise a portion of the BJS and are explained in detail in Section 5.0.

CPO BATCH JOB PARAMETER INPUT SCREEN

NPO950PA - CPO CENTER SELECTION SCREEN

97-01-23

NPPS BATCH JOB SCHEDULER

12:18: 12

NPO950PA

SELECT CPO INSTALLATIONS

3

NASA -----

PLEASE MARK THE CENTERS
TO BE PROCESSED

ARXB

CAPS

HYPR

SYST

1000

6200

7200

-

-

-

PF3= CANCEL

DESCRIPTION

This parameter screen is used to identify CENTERS, to be included in the execution of a batch process, or to be included in the execution of one or more reports. At least one center must be selected. All centers desired to be included in the batch run being scheduled must be selected. Centers not selected will not be included in the batch run. A center is selected by entering a non-blank character into the input field to the left of the four character CENTER identification code.

All parameters selected for a consolidated batch job will be assigned to every center selected for execution from this CENTER selection parameter screen.

APPENDIX G
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ACI	Annual Comparability Increase
APC	Agency Payroll Consolidation
BJM	Batch Job Maintenance
BJS	Batch Job Scheduler
B/W	Biweekly
CAO	Change of Appointing Office
CAPPS	Consolidated Agency Personnel/Payroll System
Cd	Code
CFC	Combined Federal Campaign
COLA	Cost of Living Allowance
COP	Continuation of Pay
COR	Correction Action Code
CPO	Consolidated Payroll Office
CSRS	Civil Service Retirement System
CT	Compensatory Time
DID	Data Item Description
EFT	Electronic Funds Transfer
EIC	Earned Income Credit
EIN	Employer Identification Number
FEGLI	Federal Employee Group Life Insurance
FEHB	Federal Employee Health Benefits
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contribution Act
FLSA	Fair Labor Standards Act
FPM	Federal Personnel Manual

FTE	Full-Time Equivalent
GM	General Merit
GS	General Schedule
HIT	Hospital Insurance Tax
HQ	NASA Headquarters
ID	Identification
ICB	Inventions and Contributions Board
IGA	Interim Geographic Adjustment
JCL	Job Control Language
JES	Job Entry Subsystem
JSC	Johnson Space Center
LEQD	Last Pay Increase Date
LWOP	Leave Without Pay
MER	Master Employee Record
Mil	Military
MPORG	Merit Pay Organization
MTD	month-to-date
MVS	Multiple Virtual Storage
NASA	National Aeronautics and Space Administration
NCC	NASA Classification Code
NEBA	NASA Employee's Benefit Association
NMI	NASA Management Instructions
NOAC	Nature of Action Code
NPPS	NASA Personnel/Payroll System
NTE	Not-to-Exceed
OASDI	Old Age, Survivors, and Disability Insurance

OMB	Office of Management and Budget
OPM	Office of Personnel Management
OT	Overtime
PC	Production Control
PCS	Permanent Change of Station
PF	Program Function
QTD	quarter-to-date
SES	Senior Executive Service
SF	Standard Form
sfw	software
SRS	System/Software Requirements Specification
SSN	Social Security Number
SSA	Social Security Administration
T&A	Time and Attendance
TALC	Time, Attendance, and Labor Collection
TALC/LD	Time, Attendance, and Labor Collection/Labor Distribution System
TSP	Thrift Savings Plan
UOG	User and Operations Guide
USDA	US Department of Agriculture
W/H	Withholding
WIG	Within Grade
WK	Week
YTD	year-to-date