

Step 2 -NPS2-PAY-MASTER file updated

-NPS2-NORM-FILE file updated

-Report 6080 - Normals Recalculation Error Report

Step 3 -NPS2-PAY-MASTER file updated

-NPS2-NORM-FILE file updated

-Report 6070 - Norms Equate Report

8.12 CA00006 PAYROLL PAY PERIOD INITIALIZATION

8.12.1 Operations Overview

This is a multipurpose job with the primary purpose of initializing the payroll master file for the new pay period. A number of payroll processes and reports are also steps in this job, and the transaction history file will be initialized in this run. The steps contained in the job are as follows.

Step 1 - Gains and losses to normals from payblock migration (moving employees from one payblock to another) producing a report

Step 2 - Payblock changes effective for the new pay period that were entered in the current pay period are applied

Step 3 - Normals equate (sets old Normals fields to the values of the corresponding new Normals fields)

Step 4 - Pay period initialization to initialize the data fields reused each pay period (and the quarterly and monthly accumulator fields when appropriate)

Step 5 - Initialize Transaction History file

[Step 6 - Recompute FEGLI age group for each employee](#)

Step 7 - Payroll control data update

[Step 8 - Delete matured payroll suspense records](#)

Step 9 - Set Payroll data lock flag to blank

8.12.2 Operations Owner/User

This information is to be supplied by the receiving installation.

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- NPS2-YTDADJ-FILE
- NPS2-PAYCTL-TABLE
- NPS2-PER-MASTER
- NPS2-ADDRESS-FILE
- NPS2-NORM-FILE
 - File deleted -
- NPS2-TAR-FILE
- NPS2-PAY-TSP-ADJ
 - Report 6060 - Pay Period Initialization Report

Step 5 - NPS2-PAY-IMFH deleted
 - Report 8000 - Transaction History Report

Step 6 - [NPS2-PAYCTL-TABLE updated](#)
 - [NPS2-PAYMASTER updated](#)

Step 76 - NPS2-PAYCTL-TABLE updated
 - Report 4070 - Payroll Control Auto Update

Step 87 - NPS2-PAY-SUSPENSE deleted
 - Report 6140 - Payroll Batch Mature

Step 98 - NPS2-PAYCTL-TABLE updated

8.13 CA00003 PAYROLL BATCH T & A

8.13.1 Operations Overview

This job uses the NPS2-PAY-TA-DATA file to process hours, compute pay and leave, and post results. Edit and control reports are produced from the process. The steps of the job are as follows.

Step 1 - Produce T&A cards for LWOP

Step 2 - Edit T&A cards

Step 3 - Edit Update - Mer, Control, Table & Other Proc Report produced

Step 4 - Edit Update - T&A, Processing for Payblock Report produced

Step 5 - Leave and Pay Processing Report produced

```

NEMXXXXB
              (SCREEN) B -   (SF52 DATA)           0 OF 0
BY-PASS EDIT: _
NAME
12A.BASIC PAY                > 20A.BASIC PAY    0.00____
12B.LOCALITY ADJ             > 20B.LOCALITY ADJ  0____
12C.ADJ BASIC PAY            > 20C.ADJ BASIC PAY 0.00
12D.OTHER PAY                > 20D.OTHER PAY    0
14.ORG ASSIGNED              > 22.ORG ASSIGNED  _____
   ORG LOCATED                >   ORG LOCATED  _____
23.VET PREF                  > _ 24.TENURE      > _ 26.VETPREF RIF    > _
27.FEGLI                     > _ 28.ANUIND      > _ 29.PAYRAT DET    > _
30.RET PLAN                   > _                               31.SCD LV          > 0_ 0_ 0__
32.WORKSCH                    > _                               33.PT HOURS SCH   > _
34.POS OCC                    > _ 35.FLSA        > _ 36.APPROP CODE
37.UNION BU                   > _____ > _____
38.DUTY STATION               > _____
45.ED LEVEL                   > _ 46.YR DEG      > _ 47.ACAD DISC      > _____
48.FUNC CL                    > _ 49.CITIZEN    > _ 50.VET STATUS    > _
-----
PF1= HELP          PF3= PREV SCREEN      PF5= MAIN MENU
PF6= END ACTION    PF10= MASTER INQ      PF11= GO TO      PF12= END

```

Screen B

User Input

NPPS stores the Duty Station Name based on the Duty Station Code which you enter.

System Provided Data

NPPS sets the Appropriation Code based on the value of the Project Line Item input by the user for non-NASA employees. This value is found in the TPRJLINE table.

NPPS sets Degree: Highest Level, Degree: Highest Year, and Degree: Highest Field to zero(s) if Educational Level changes to a value less than 10.

NPPS sets the Empl Basic Pay Amt in accordance with table TSALSTEP based on any change to Pay Table, Grade: Current, or Step and if the following criteria has been met.

1. Action being processed must be an accession, conversion, 702, 703, 713, 721, 740, 741, 866, 892, 893, 894, 002, or 001.
2. Employee's Pay Plan must not equal GM.
3. Employee's Step must not equal 0.
4. Employee's Pay Rate Determinant must equal 0, 5, 6, 7, A, B, C, E, F, or M.

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NEMC000E                                NPPS                                5 OF 25
MODE: CHANGE                            PERSONNEL HISTORY MAINTENANCE
-----
NAME                                     SSN

BEFORE: DTLNASATTL
AFTER : DTLNASATTL
-----
BEFORE: DTLOPMTTL
AFTER : DTLOPMTTL
-----
BEFORE: DTYSTNNAME
AFTER : DTYSTNNAME
-----
PF1= HELP          PF3= PREV SCREEN      PF5= MAIN MENU
PF6= END ACTION    PF11= GO TO         PF12= END
    
```

Personnel History Maintenance (Page 5)

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NEMC000F                                NPPS                                6 OF 25
MODE: CHANGE                            PERSONNEL HISTORY MAINTENANCE
-----
NAME                                     SSN
      B E F O R E                               A F T E R
DTLTITLECDE      >  _____                >  _____
DTYSTN           >  _____                >  _____
DTYSTS           >  _____                >  _____
EDLEV            >  _____                >  _____
EMPIND           >  _____                >  _____
EMPNO            >  _____                >  _____
EODDTE           0 >  _____0              0 >  _____0
FACILITY         >  _____                >  _____
FEGLI            >  _____                >  _____
FEHB             >  _____                >  _____
FEHBFULLPAY      >  _____                >  _____
FERSCOVER        >  _____                >  _____
FINSTM           >  _____                >  _____
-----
PF1= HELP          PF3= PREV SCREEN      PF5= MAIN MENU
PF6= END ACTION    PF11= GO TO         PF12= END
    
```

Personnel History Maintenance (Page 6)

4.2.2.2.1 Voucher Chain

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COMMAND: _____ NPPS 91-03-01
NAO4900 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 INSURANCE 15+54+57 3
-----
LIFE INSURANCE:  EMPL  W.H.      GOVT. CONTR.    DEDUCTIONS    NOT DEDUCTED
MADE NOT MADE
BASIC LIFE          68.66          34.34           7             50
OPT A STND           7.00
OPT B ADDL           17.60           1             12
OPT C FAMILY         4.60           3             15
TOTAL                97.86           12            85
OPT B BREAKOUT
UNDER 35FO-35
36-39                1
40-44
45-49                10.40           4
45-49                10.40           4
50-54                7.20           1             2
55-59
60-64                2
65-69
70-UP
17.60                1             10
-----
PF1= HELP      PF3= PREVIOUS    PF5= MAIN MENU  PF12= END SESSION
ENTER= NEXT SCREEN
    
```

Voucher Information - SF 2812, SF 2812A, and OPM 1523 Insurance

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COMMAND: _____ NPPS 91-03-01
NAO4300 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT 16+01+38 35
-----
HEALTH BENEFITS DEDUCTIONS
ENROLL          ----- NUMBER OF PAYMENTS -----
CODE NO.        AMOUNT          MADE   NOT MADE SPOUSAL FULL PREMIUM
D32
UM1
UP1
UP2
V11
V12          202.79          1       1
101          4
102          3
104          67.68          1       6
105          284.42          2       8
305          1
311          1
-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END   ENTER= NEXT SCREEN
    
```

Voucher Information - SF 2812, SF 2812A, and OPM 1523 FEHB Breakout (Page 1)

NPPS
T&A MESSAGES

MESSAGE NUMBER	ERROR/INFORMATIONAL MESSAGE
9001	*** TAX TABLE RECORD NOT ON FILE
9002	*** FEDERAL MARITAL CODE IS INVALID (NOT S/M)
9003	*** STATE CODE IS INVALID
9004	*** TAX TABLE RECORD NOT ON FILE
9005	*** STATE MARITAL CODE IS INVALID FOR THIS STATE
9006	*** RETIREMENT TABLE RECORD NOT ON FILE
9007	*** BASIC NEBA TABLE RECORD NOT ON FILE
9008	*** EMPLOYEE AGE NOT FOUND IN BASIC NEBA TABLE
9009	*** OPTIONAL NEBA TABLE NOT ON FILE
9010	*** EMPLOYEE AGE NOT FOUND IN OPTIONAL NEBA TABLE
9011	*** LIFE INSURANCE TABLE RECORD NOT ON FILE
9012	*** LIFE INSURANCE AGE GROUP IS INVALID (NOT 1 - <u>97</u>)
9013	*** LIFE INSURANCE CODE INVALID - NOT IN LIFE INS TABLE
9014	*** HEALTH INSURANCE TABLE RECORD NOT ON FILE
9015	*** UNION DEDUCTION TABLE RECORD NOT ON FILE
9016	* NEW NORMALS NET IS NEGATIVE
9017	*** EMPLOYEE PAY MASTER RECORD NOT ON FILE
9018	*** EMPLOYEE MER MASTER RECORD NOT ON FILE
9019	*** NORMALS PAYBLOCK RECORD NOT ON FILE
9020	*** HOURLY RATE IS ZERO - NORMALS NOT COMPUTED
9021	*** PAYROLL CONTROL RECORD NOT ON FILE
9022	*** BIRTH DATE IS INVALID - NORMALS NOT COMPUTED
9023	*** TAXABLE GROSS LESS THAN MINIMUM TAX TABLE GROSS - NORMALS NOT COMPUTED
9024	*** NEW EMPLOYEE PAYBLOCK NOT ASSIGNED - NORMALS NOT COMPUTED
9025	*** NEBA TRAVEL TABLE RECORD NOT ON FILE
9158	*** PROGRAM ERROR; ERROR>0000000; LINE>0000000; PROGRAM>XXXXXXXX