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During the processing of each NOAC, the list of those fields which are mandatory or optional input fields are displayed. Mandatory fields must be filled in so the action may be processed. Optional fields may be filled in if the information is relevant to the specific action being processed. As a result of this processing, a suspended personnel action is generated for each action.

Planning actions provide for advanced preparation of three specific personnel actions. The following personnel actions may be created and suspended for future maturation.

- WIG Increases (NOACs 891 and 893)
- Changes in Tenure (NOAC 880)
- Changes in TSP Eligibility (NOAC 996)

All information required for processing is available from the database or is system generated. Eligible employees are selected based upon the Eligibility Beginning and Ending Dates provided.

NPPS can generate suspended personnel actions for groups of employees which are defined. These actions are referred to as Personnel Mass Actions and include the following actions.

- Mass Transfers (NOAC 352)
- Furloughs (NOACs 471, 472, 473, and 772)
- Realignment (NOAC 790)
- Awards (NOACs ~~873, 874, 875, 876, 877~~840, 841, 842, 843, 844, 845, 846, 847, 878, 879, ~~885~~, 987, 988, and 989)
- Performance Rating (NOAC 990)
- Annual Comparability Increase (NOAC 894)
- NASA Class Code (NOAC 920)
- Change in Organization Name (NOAC 925)
- TSP Change (NOAC 943)

NPPS can print the SF 50 Notification of Personnel Action or SF 52 Request for Personnel Action for any employee action requiring an Office of Personnel Management (OPM)/NASA HQ NOAC. A dual SF 50/SF 52, two separate actions on the same SF 50/SF 52, may be printed for an employee having two or more personnel actions with the same effective date.

SYSTEM PROVIDED DATA

NPPS sets the Locality Adjustment Indicator according to table TLOA based on any change to Duty Station. The AVLBTY ANNUAL AMNT is equal to 25 percent of the Adjusted Basic Pay Amt (results 50 cents and over are increased to next whole dollar).

```

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      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 [840](#), [841](#), [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.

4.1.6.7 Mass Award

COMMAND: _____	NPPS				
NEO9070	MASS AWARD - MAWARD				

NOAC: _____	EFDATE: _ _ _ _				
AWDYR: _	AWDTYP: _	AWDCHK: _	BENEFIT AMOUNT: _____		
GROUP: _____	GROUP TEXT: _____				
AUTH1: _	AUTH2: _				

SF 50 REMARKS: _____	SF 50 SIGNATURE: _	AWARD BUDGET: _____			

SSN	AWDAMT	SSN	AWDAMT	SSN	AWDAMT
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PF1= HELP	PF5= MAIN	PF12= END			

Mass Award (MAWARD)

DESCRIPTION AND EXECUTION

The Mass Award (MAWARD) template is used to generate a suspended award action for each employee you specify who also meets the selection criteria.

Steps to Reach Mass Award

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **7** - Mass Award.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS checks that the NOAC entered is an award action and identifies the source of each generated transaction as being from the Award mass process. Time Off awards cannot be processed through mass actions. On the Spot awards may be processed through mass actions, but the gross amount must be entered.

```

NEMC000A                                NPPS                                1 OF 25
MODE: CHANGE                                PERSONNEL HISTORY MAINTENANCE
-----
NAME                                         SSN
NOAC1                                         EFDATE                                0 > _____0
NOAC2 > _____ BYPASS EDIT
NOACNTE1 > _____ MATUREDATE                                0
NOACNTE2 > _____ ENTRYCLERK/DTE                                0
AUTH1 > _____ UPDATECLERK/DTE                                0
AUTH2 > _____ UPDATETIME
AGE 0.0 > _____.0 PREVSSN > _____
TIME IN GRADE 0.0 > _____.0 INSTALLCURRT 0.0 > _____.0
NSDCURRT 0.0 > _____.0 CORCAN FLAG > _____
FSCDCURRT 0.0 > _____.0 SEQ 1 > _____0
NOAC DESCRIPTION _____
NAME (LAST,GENS,FIRST,
MIDDLE) _____
PREVIOUS NAME (LAST,GENS,
FIRST,MIDDLE) _____
PF1= HELP                                PF3= PREV SCREEN                                PF5= MAIN MENU
PF6= END ACTION                                PF11= GO TO                                PF12= END
    
```

Personnel History Maintenance (Page 1)

```

NEMC000B                                NPPS                                2 OF 25
MODE: CHANGE                                PERSONNEL HISTORY MAINTENANCE
-----
NAME                                         SSN
      B E F O R E                                A F T E R
ADMINLEV > _____ > _____
AGENCY > _____ > _____
AGENCYFROM > _____ > _____
AGENCYTO > _____ > _____
ANUIND > _____ > _____
APPTNTEDTE 0 > _____0 0 > _____0
AWDAMT 0.00 > _____.0 0.00 > _____.0
AWDBEN 0.00 > _____.0 0.00 > _____.0
AWDCHK > _____ > _____
AWDGRP > _____ > _____
AWDTYP > _____ > _____
AWDYR > _____ > _____
BDYR > _____ > _____
-----
PF1= HELP                                PF3= PREV SCREEN                                PF5= MAIN MENU
PF6= END ACTION                                PF11= GO TO                                PF12= END
    
```

Personnel History Maintenance (Page 2)

NEMD000B		NPPS		2 OF 11	
MODE:		PERHIST AUDIT BROWSE			
-----		-----			
NAME				SSN	
ADMINLEV		BIRTHDTE	0	CURRGRDDTE	0
AGENCY		CITIZEN		DAYLIMIT	0
AGENCYFROM		COMPLEV		DEPARTDEST	
AGENCYTO		CONVENDTE	0	DEPARTRSN	
ANUIND		COOPENTRYDTE	0	DETAILENDTE	0
APPTNTEDTE	0	COOPFLD		DLRLIMIT	0.00
AWDAMT	0.00	COOPLEV		DTLDTYSTN	
<u>AWDBEN</u>	<u>0.00</u>			COOPRTDDTE	0
DTLGRADE	0				
AWDCHK		COOPRTSDTE	0	DTLNCC	
<u>AWDGRP</u>				COOPSCH	
DTLOCCODE					
AWDTYP		COOPYR		DTLORGASSIGN	
AWDYR		CPP		DTLPAYPLN	
BDYR		CREDMILSERV	0	DTLPDN	

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

Perhist Audit Browse (Page 2)

NEMD000C		NPPS		3 OF 11	
MODE:		PERHIST AUDIT BROWSE			
-----		-----			
NAME				SSN	
		DTLNASATTL			
		DTLOPMTTL			
		DTYSTNNAME			
		LOCALTTL			
		NASATTL			
		OPMTTL			

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

Perhist Audit Browse (Page 3)

4.2.2.1.8 Federal and State Taxes

```

COMMAND: _____ NPPS
NA01241 FEDERAL AND STATE TAXES - FTAX
-----
SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME      I
-----
*** FEDERAL TAXES ***
MARITAL STATUS (M,S): _ EXEMPTIONS: _ ADDITIONAL AMT: _
EIC MARITAL CODE: _ FEHB TEW: _ EXEMPT
FROM W/H: _
(1=EMPLOYEE ONLY, 2=EMPLOYEE AND SPOUSE) (E OR BLANK)

*** STATE TAXES ***
STATE CODE: _ MARITAL STATUS (M,S,H): _ EXEMPTIONS: _
ADD EXEMPTS: _ FILING STATUS (DC=J,S, ): _ ALTERNATE %: _
ALTERNATE AMT: _ (CT=A,B,C,D) WORKING SPOUSE (Y, ): _
ADDITIONAL AMT: _ DEPENDENT OF ANOTHER (Y, ): _ EXEMPT FROM W/H(E, ): _

FILING STATUS (FOR DC) - J=JOINTLY, S=SEPARATELY; ALT AMT (MS ONLY)
ALT % (AZ & MD ONLY); DEPENDENT OF ANOTHER (AL ONLY); WORKING SPOUSE (MS ONLY)
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF4= QNORM      PF5= MAIN MENU
PF9= QREG      PF12= END
    
```

Federal and State Taxes (FTAX)

DESCRIPTION AND EXECUTION

The Federal and State Taxes (FTAX) template is used to set up and maintain the employee information required to compute the biweekly deductions for federal and state tax withholdings. The state tax deduction amount is a table-determined amount based on the information entered by the clerk. However, the following states need additional information in order to compute the state tax.

Alabama - If the employee is being claimed as a dependent by someone else, the Dependent of Another field should contain a "Y."

Arizona - The percent elected by the employee to be withheld should be entered in the Alternate % field.

Connecticut - The Filing Status should be either "A," "B," "C," or "D." If the employee has specified a reduced withholding amount, that amount should be entered in the Additional Amt field as a negative value.

District of Colombia - The Filing Status should be either "J" or "S" if the Martial Status field is "M."

Maryland - The Alternate % field should be used to indicate the appropriate tax table based on the percent of local income tax included.

4.2.2.2.4 Employee Insurance Adjustments

```

COMMAND: _____ NPPS
NAO1262 EMPLOYEE INSURANCE ADJUSTMENTS - INSADJ 1 OF 2
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
      _____  _____  _____  _____  _____  -

      ENTER 'X' IF FEHB ADJUSTMENT IS TAX EXEMPT _ ('X' OR BLANK)

PLAN  FEHB      EMPLOYEE  GOVT      REMARKS
      CODE      AMOUNT    AMOUNT

CURRENT _____  _____  _____  _____

PRIOR  _____  _____  _____  _____

CASH
COLLECT _____  _____  _____  _____

-----
FUNCTIONS:  C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP      PF3= PREV SCREEN    PF4= QNORM      PF5= MAIN MENU
PF7= BACKWARD  PF8= FORWARD      PF9= QREG      PF12= END
    
```

Employee Insurance Adjustments - INSADJ (Page 1)

```

COMMAND: _____ NPPS
NAO1262 EMPLOYEE INSURANCE ADJUSTMENTS - INSADJ 2 OF 2
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
      _____  _____  R      _____  _____  -

      REMARKS

FEGLI GOVT CONT ADJUSTMENT: _____
FEGLI BASIC LIFE ADJUSTMENT: _____
FEGLI STAND OPTION A ADJUST: _____
FEGLI STAND OPTION B ADJUST: _____
FEGLI FAMILY ADJUSTMENT: _____

FEGLI EMP DEDUCTION ADJUSTMENT:

      4-DAY RULE PERCENT: _____ BIRTH DATE: _____

-----
FUNCTIONS:  C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP      PF3= PREV SCREEN    PF4= QNORM      PF5= MAIN MENU
PF7= BACKWARD  PF8= FORWARD      PF9= QREG      PF12= END
    
```

Employee Insurance Adjustments - INSADJ (Page 2)

4.2.2.21 Former State Taxes

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1410 _____ FORMER STATE TAXES - FORMSTX
-----

      SSN      PAYBLK  FUNC   LAST NAME      FIRST NAME  I
      _____  _____  _____  _____      _____  -
              R

*** YTD FORMER STATE ***

STATE  GROSS   TSP   TAXABLE   WH      PCS WH  PCS EARN  PCS EARNING
CODE   EARN     DED   EARNINGS  TAKEN   TAKEN  SUBJ WH  NOT SUBJ
-----  -----  -----  -----  -----  -----  -----  -----
_____  _____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____  _____

TAX EXEMPT _____ PCS EARNING NOT SUBJ WH ONLY APPLIES TO
YTD VALUES _____
FEHB _____ PCS EARNING NOT SUBJ WH --
ONLY APPLIES TO YTD VALUES
-----

FUNCTIONS:  A= ADD CHN   C= CHANGE   N= NAME SEARCH   R= RETRIEVE   S= SUSPEND
PF1= HELP   PF3= PREV SCREEN   PF5= MAIN MENU   PF12= END
    
```

Former State Taxes (FORMSTX)

DESCRIPTION AND EXECUTION

The Formr State Taxes (FORMSTX) template is used to change an employee's former state taxes. Former state tax information can be entered for up to three states. Initially, this information is created automatically when an employee changes state taxing entities.

Steps to Reach Former State Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **34** - Former State Taxes.

4.2.2.2.25 YTD Deductions

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I

		R			
ADV PAY		CFC		CNTY TAX	
ADV ADJ		CFC ADJ		TAX ADJ	
ADV PAY CUM		CHILD SUP		CNTY TAX MTD	
CUM ADJ		CHILD ADJ		MTD ADJ	
BANKRUPTCY		COM GARNISH		CNTY TAX QTD	
BANK ADJ		GARN ADJ		QTD ADJ	
BANKRUPT CUM		CITY TAX		FED TAX	
CUM ADJ		TAX ADJ		FED ADJ	
BILL OF COLL		CITY TAX MTD		FED TAX QTD	
BILL ADJ		MTD ADJ		QTD ADJ	
BOND		CITY TAX QTD			
BOND ADJ		QTD ADJ			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ					
PF7= BACKWARD PF8= FORWARD PF12= END					

YTD Deductions 1 (YTDDDED1)

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I

		R			
FEGLI GOVT		FEHB GOVT		HIT	
GOVT ADJ		GOVT ADJ		HIT ADJ	
FEGLI BASIC		FICA		HIT QTD	
BASIC ADJ		FICA ADJ		QTD ADJ	
FEGLI OPTA		FICA QTD		HIT GOVT	
OPTA ADJ		QTD ADJ		GOVT ADJ	
FEGLI OPTB		FICA GOVT		HIT GOVT QTD	
OPTB ADJ		GOVT ADJ		QTD ADJ	
FEGLI OPTC		FICA GOV QTD			
OPTC ADJ		QTD ADJ			
FEHB		FICA TRS			
FEHB ADJ		TRS ADJ			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ					
PF7= BACKWARD PF8= FORWARD PF12= END					

YTD Deductions 2 (YTDDDED1)

COMMAND: _____ NPPS
 NAO1441 YTD DEDUCTIONS - YTDDED1 3 OF 56

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
		R			
INDEBT		NEBA BAS QTD		PCS CITY TAX	
INDEBT ADJ		BAS QTD ADJ		CITY ADJ	
MISC		NEBA OPT QTD		PCS CITY MTD	
MISC ADJ		OPT QTD ADJ		MTD ADJ	
NEBA BASIC		NEBA SP QTD		PCS CITY QTD	
NEBA ADJ		SP QTD ADJ		QTD ADJ	
NEBA OPTION		NEBA TOT QTD		PCS CNTY TAX	
OPT ADJ		QTD TOT ADJ		CNTY ADJ	
NEBA SPOUSE		NEBA TR		PCS CNTY MTD	
SP YTD ADJ		TR ADJ		MTD ADJ	
NEBA TOTAL		NEBA TRV QTD		PCS CNTY QTD	
TOT ADJ		TR QTD ADJ		QTD ADJ	

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
 PF7= BACKWARD PF8= FORWARD PF12= END

YTD Deductions 3 (YTDDED1)

COMMAND: _____ NPPS
 NAO1441 YTD DEDUCTIONS - YTDDED1 4 OF 65

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
		R			
PCS ST TAX		PCS HIT		STATE TX QTD	
ST ADJ		HIT ADJ		QTD ADJ	
PCS ST MTD		PCS HIT QTD		STATE TX MTD	
MTD ADJ		QTD ADJ		MTD ADJ	
PCS ST QTD		PCS FICA		TSP LN CUM1	
QTD ADJ		FICA ADJ		CUM1 ADJ	
PCS FED TAX		PCS FICA QTD		TSP LN CUM2	
FED ADJ		QTD ADJ		CUM2 ADJ	
PCS F TX QTD		STATE TAX		TSP LN DED1	
QTD ADJ		TAX ADJ		DED1 ADJ	

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
 PF7= BACKWARD PF8= FORWARD PF12= END

YTD Deductions 4 (YTDDED1)

```

COMMAND: _____ NPPS
NAO1441          YTD DEDUCTIONS - YTDDED1      5 OF 56
-----
      SSN      PAYBLK  FUNC          LAST NAME          FIRST NAME      I
      _____  _____  _____  _____          _____          -
      _____  _____  R
TSP LN DED2
  DED2 ADJ _____
TSP TRS IN
  TSP ADJ _____
UNION DUES
  DUES ADJ _____
VOL ALLOT
  ALLOT ADJ _____
-----
FUNCTIONS:  A= ADD CHN   C= CHANGE   N= NAME SEARCH   R= RETRIEVE   S= SUSPEND
PF1=  HELP           PF3= PREV SCREEN   PF5= MAIN MENU   PF6= QYTDADJ
PF7= BACKWARD       PF8= FORWARD     PF12= END
  
```

YTD Deductions 5 (YTDDED1)

```

COMMAND: _____ NPPS
NAO1441          YTD DEDUCTIONS - YTDDED1      6 OF 6
-----
      SSN      PAYBLK  FUNC          LAST NAME          FIRST NAME      I
      _____  _____  _____  _____          _____          -
      _____  _____  R
YTD FTAX EX FEHB          YTD CTAX EX FEHB
YTD FTAX EX FEHB ADJ _____  YTD CTAX EX FEHB ADJ _____
QTD FTAX EX FEHB          MTD CTAX EX FEHB
QTD FTAX EX FEHB ADJ _____  MTD CTAX EX FEHB ADJ _____
YTD STAX EX FEHB          QTD CTAX EX FEHB
YTD STAX EX FEHB ADJ _____  QTD CTAX EX FEHB ADJ _____
MTD STAX EX FEHB
MTD STAX EX FEHB ADJ _____
QTD STAX EX FEHB
QTD STAX EX FEHB ADJ _____
-----
FUNCTIONS:  A= ADD CHN   C= CHANGE   N= NAME SEARCH   R= RETRIEVE   S= SUSPEND
PF1=  HELP           PF3= PREV SCREEN   PF5= MAIN MENU   PF6= QYTDADJ
PF7= BACKWARD       PF8= FORWARD     PF12= END
  
```

YTD Deductions 6 (YTDDED1)

DESCRIPTION AND EXECUTION

The YTD Deductions (YTDDED1) template is used to change an employee's YTD, QTD, and cumulative deductions' information.

Steps to Reach YTD Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.

3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **38** - YTD Deductions.

This template is composed of four screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.26 Retirement Adjustments

```

COMMAND: _____ NPPS
NAO1443          RETIREMENT ADJUSTMENTS - RETIRADJ    1 OF 3
-----
      SSN      PAYBLK  FUNC          LAST NAME          FIRST NAME    I
-----
CSRS PRIOR          CSRS TRAN IN          CSRS YTD
PRIOR ADJ          TR IN ADJ          YTD ADJ
CSRS TRAN OUT      CSRS CUM
TR OUT ADJ          CUM ADJ
CSRS MD PR          CSRS M TR IN          CSRS MIL YTD
MD ADJ          TR IN ADJ          MIL YTD ADJ
CSRS M TR OUT      CSRS MD CUM
TR OUT ADJ          MD CUM ADJ
CIV SR CRD PR      CIV SR TR IN          CIV SER YTD
CRD PR ADJ          TR IN ADJ          YTD ADJ
CIV SR TR OUT      CIV SR C CUM
TR OUT ADJ          CD CUM ADJ          RETIRE CODE
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU    PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD     PF12= END
    
```

Retirement Adjustments - RETIRADJ (Page 1)

```

COMMAND: _____ NPPS
NAO1443          RETIREMENT ADJUSTMENTS - RETIRADJ    2 OF 3
-----
      SSN      PAYBLK  FUNC          LAST NAME          FIRST NAME    I
-----
RETIRE CODE
CSRS GOVT
GOVT ADJ          _____
CSRS MD INTCM
INTCM ADJ          _____
CSRS MD INT
INT ADJ          _____
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU    PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD     PF12= END
    
```

Retirement Adjustments - RETIRADJ (Page 2)

```

COMMAND: _____ NPPS
NAO1443 RETIREMENT ADJUSTMENTS - RETIRADJ 3 OF 3
-----
      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
      _____      _____      _____      _____      _____      -
      RETIRE CODE      ADJUST RETIRE CODE      -
FERS PRIOR      FERS TRAN IN      FERS CODE K      _____
PRIOR ADJ      _____      TR IN ADJ      _____      FERS CODE L      _____
FERS TRAN OUT      FERS CUM      FERS CODE M      _____
TR OUT ADJ      _____      CUM ADJ      _____      FERS CODE N      _____
FERS MD PR      FERS M TR IN
MD ADJ      _____      TR IN ADJ      _____      FERS YTD
FERS M TR OUT      FERS MD CUM      YTD ADJ      _____
TR OUT ADJ      _____      MD CUM ADJ      _____      FERS MIL YTD
FERS GOVT      FERS MD INT      MIL YTD ADJ      _____
GOVT ADJ      _____      INT ADJ      _____      FERS MD INTC
                                           INTC ADJ      _____
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD      PF12= END
    
```

Retirement Adjustments - RETIRADJ (Page 3)

DESCRIPTION AND EXECUTION

The Retirement Adjustments (RETIRADJ) template is used to adjust employee retirement accumulations.

Steps to Reach Retirement Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **39** - YTD Retirement Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

The breakdown of the FERS retirement plan codes is provided for year-end reporting purposes for those cases when contributions to more than one FERS plan have been made in the same year. These fields may be updated directly, or they will be updated as a result of entering adjustments to the FERS YTD/CUM fields in correspondence with the ADJUST RETIRE CODE value. The breakdown accumulators are updated each pay period along with the FERS YTD and CUM accumulators.

4.2.2.2.27 YTD Deductions TSP

```

COMMAND: _____ NPPS
NAO1442      YTD DEDUCTIONS, THRIFT SAVINGS PLAN - YTDTSP      1 OF 2
-----
      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
-----
EYTD CY G      YTD GB G      YTD GM G
G ADJ _____ G ADJ _____ G ADJ _____
EYTD CY F      YTD GB F      YTD GM F
F ADJ _____ F ADJ _____ F ADJ _____
EYTD CY C      YTD GB C      YTD GM C
C ADJ _____ C ADJ _____ C ADJ _____

EYTD CY      YTD GB      YTD GM

-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD     PF12= END
    
```

YTD Deductions, Thrift Savings Plan - YTDTSP (Page 1)

```

COMMAND: _____ NPPS
NAO1442      YTD DEDUCTIONS, THRIFT SAVINGS PLAN - YTDTSP      2 OF 2
-----
      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
-----
CY DED MTD      CITY DED QTD      ST DED YTD
MTD ADJ _____ QTD ADJ _____ YTD ADJ _____
CY DED QTD      CNTY DED YTD      ST DED MTD
QTD ADJ _____ YTD ADJ _____ MTD ADJ _____
CITY DED YTD      CNTY DED MTD      ST DED QTD
YTD ADJ _____ MTD ADJ _____ QTD ADJ _____
CITY DED MTD      CNTY DED QTD
MTD ADJ _____ QTD ADJ _____

-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD     PF12= END
    
```

YTD Deductions, Thrift Savings Plan - YTDTSP (Page 2)

DESCRIPTION AND EXECUTION

The YTD Deductions, Thrift Savings Plan (YTDTSP) template is used to establish and change an employee's YTD and cumulative TSP deductions information.

Steps to Reach YTD Deductions TSP

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **40** - YTD Deductions TSP.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.2.28 Appointment Limitations

```

COMMAND: _____ NPPS
NAO1450 APPOINTMENT LIMITATIONS - LIMIT
-----
      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
-----
      APPOINTMENT
      LIMIT      CUM USED      BALANCE
      -----
DAYS:
DOLLARS:
HOURS:
DATE:

BIWEEKLY SEVERANCE PAY:

      POSITION CODE:      TENURE CODE:
      PAY PLAN:      WORK SCHEDULE:
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
    
```

Appointment Limitations (LIMIT)

DESCRIPTION AND EXECUTION

The Appointment Limitations (LIMIT) template is used to update an employee's accumulation of hours, dollars, or days during a limited appointment.

Steps to Reach Appointment Limitations

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **41** - Appointment Limitations.

4.2.2.2.29 Transfer In Data

```
COMMAND: _____ NPPS
NAO1444          TRANSFER IN DATA - TRANSIN
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
BASE EARNINGS: TRANS IN _____
FICA EARNINGS: TRANS IN _____
FICA DED: TRANS IN _____
TSP DED: TRANS IN _____
LOCAL PAY: TRANS IN _____
-----
FUNCTIONS:  C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU
PF6= QYTDADJ      PF12= END
```

Transfer in Data - TRANSIN

DESCRIPTION AND EXECUTION

The Transfer In Data (TRANSIN) template is used to establish and change an employee's prior employment base, FICA, HIT, and TSP earnings and deductions.

Steps to Reach Transfer in Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **42** - Transfer In Data.

4.2.2.3 *Control Actions*

NPPS provides various types of processing control actions: normals control, gross-to-net pay control, YTD control, allotments. In addition, NPPS provides the ability to display information about a single employee or group of employees.

Normals Control - Computes normal pay control for an individual employee, a single payblock, or the entire center. Each old vs. new normals control consists of an old normal amount from the previous pay period, a new normal amount computed automatically from any current pay period action affecting normal pay control elements, and a computed difference between the two. NPPS globally computes all old vs. new normals to provide a new baseline for the normal pay control.

In addition, a tour of duty normals is computed for part-time employees and only current normals are computed.

Payroll Register Control - Computes gross to net pay balancing control elements and maintains these control elements for an individual employee, a single payblock, and the entire center.

Pay Period YTD Adjustments - Calculates the YTD control elements from earnings and adjustments accumulations maintenance actions by computing the difference between the previous accumulations value and the new accumulations value.

Savings Allotment Summary - Computes allotment control total dollars for changes to voluntary allotments and TSP loan repayment allotments at the center level for changes made during the pay period.

Bonds Control - Summarizes bond enrollments and pay period bond processing.

Awards Control - Queries deduction amounts withheld from cash awards during the current pay period for a given employee.

Queries - Displays information about a single employee or group of employees. For example, you may display personnel information about a single employee, or list a group of new employees or terminated employees. The following queries are provided.

- Personnel Data
- New Employee List
- Terminated Employee List
- Pay Period History Query
- Pay Period History

4.2.2.3.1 Old Versus New Normals

```
* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH'
```

COMMAND: _____ NPPS
NAO1520 OLD VERSUS NEW NORMALS - QNORM 1 OF 3

PAY BLOCK: __ OR SSN: __ _ NAME: _____

	OLD	NEW	DIFFERENCE
GROSS PAY			
SUPER DIFF			
FOREIGN DIFF			
RETENTION ALLOW			
STAFF DIFF			
*AUO			
LOCAL PAY			
CSRS			
FICA			
HEALTH INSURANCE TAX			
FEDERAL WITHHOLDING TAX			
STATE WITHHOLDING TAX			

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF9= NAME SEARCH PF12= END

Old Versus New Normals - QNORM (Page 1)

```
COMMAND: _____ NPPS  
NAO1520 OLD VERSUS NEW NORMALS - QNORM 2 OF 3
```

PAY BLOCK: __ OR SSN: __ _ NAME: _____

	OLD	NEW	DIFFERENCE
CITY WITHHOLDING TAX			
CIVILIAN SERVICE CREDIT			
COUNTY WITHHOLDING TAX			
FEGLI			
FEHB			
BOND DEDUCTION			
CFC			
UNION DUES			
VOLUNTARY SAVINGS ALLOT			
NEBA			
FERS			
ADVANCE PAY DED			

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF9= NAME SEARCH PF12= END

Old Versus New Normals - QNORM (Page 2)

COMMAND: _____	NPPS		
NAO1520	OLD VERSUS NEW NORMALS - QNORM	3 OF 3	

PAY BLOCK: ___ OR SSN: _____	NAME: _____		
	OLD	NEW	DIFFERENCE
CSRS MILITARY DEPOSIT			
FERS MILITARY DEPOSIT			
TSP DEDUCTION			
TSP LOAN REPAYMENT ALLOT			
INDEBTEDNESS DUE U.S.			
BANKRUPTCY			
CHILD SUPPORT			
COMMERCIAL GARNISHMENTS			
COST OF LIVING ALLOWANCE			
NET PAY			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Old Versus New Normals - QNORM (Page 3)

DESCRIPTION AND EXECUTION

The Old Versus New Normals (QNORM) template is used to retrieve and display the old versus new normals pay. The normals are checked against the manual control maintained in the Payroll Office to make sure all pay changes were input. This information may be requested for an individual employee, single payblock, or the entire center.

Steps to Reach Old Versus New Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - Master Employee Record (MER).
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **44** - Old Versus New Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the normals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the normals for a single payblock, enter only the payblock number and press **ENTER**. To view the normals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

4.2.2.3.2 Tour of Duty Normals

```
* SPECIFY SSN

COMMAND: _____ NPPS
NAO1587 TOUR OF DUTY NORMALS - QPAY 1 OF 3
-----
SSN: ___ _ _ _ PAY BLOCK:

CURRENT NORMALS

PART TIME HOURS
GROSS PAY
SUPER DIFF
FOREIGN DIFF
RETENTION ALLOW
STAFF DIFF
AUO
LOCAL PAY
CSRS
FICA
HEALTH INSURANCE TAX
FEDERAL WITHHOLDING TAX
STATE WITHHOLDING TAX
-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END
```

Tour of Duty Normals - QPAY (Page 1)

```
COMMAND: _____ NPPS
NAO1587 TOUR OF DUTY NORMALS - QPAY 2 OF 3
-----
SSN: ___ _ _ _ PAY BLOCK:

CURRENT NORMALS

CITY WITHHOLDING TAX
CIVILIAN SERVICE CREDIT
COUNTY WITHHOLDING TAX
FEGLI
FEHB
BOND DEDUCTION
CFC
UNION DUES
VOLUNTARY SAVINGS ALLOT
NEBA
FERS
CSRS MILITARY DEPOSIT
FERS MILITARY DEPOSIT
-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END
```

Tour of Duty Normals - QPAY (Page 2)

COMMAND: _____	NPPS	
NAO1587	TOUR OF DUTY NORMALS - QPAY	3 OF 3

SSN: ___ _ _	PAY BLOCK:	
CURRENT NORMALS		
TSP DEDUCTION		
TSP LOAN REPAYMENT ALLOT		
INDEBTEDNESS DUE U.S.		
BANKRUPTCY		
CHILD SUPPORT		
COMMERCIAL GARNISHMENTS		
COST OF LIVING ALLOWANCE		
ADVANCE PAY DED		
NET PAY		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF12= END	PF7= BACKWARD

Tour of Duty Normals - QPAY (Page 3)

DESCRIPTION AND EXECUTION

The Tour of Duty Normals (QPAY) template is used to retrieve and display the normal pay fields for a part-time employee. The employee's normals will be computed based on part-time hours.

Steps to Reach Tour of Duty Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **52** - Tour of Duty Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.3.3 Awards Control

```
COMMAND: _____ NPPS
NAO1585          INDIVIDUAL AWARDS - QAWARD
-----
      SSN      PAYBLK  FUNCT  PAY DATE  LAST NAME          FIRST NAME  I
-----
NOAC  GROSS    FED      OASDI  HIT      STATE  CITY  COUNTY  NET AWD

TOTAL

-----
FUNCTIONS:  N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
```

Awards Control (QAWARD)

DESCRIPTION AND EXECUTION

The Awards Control (QAWARD) template is used to retrieve and display the award fields for an individual employee.

Steps to Reach Awards Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **51** - Awards Control.

4.2.2.3.4 Pay Period YTD Adjustments

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 1 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
AWD			
AVAILABILITY PAY			
AWARD NET			
BASE			
BASE TRANS IN			
BOND REFUND			
CASH AWARDS			
CITY GROSS			
CITY GRS MTD			
CITY GRS QTD			
COLA			
COLA QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 1)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 2 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
CNTY GROSS			
CNTY GRS MTD			
CNTY GRS QTD			
EIC			
FERS			
FICA			
FICA QTD			
FICA TRANS IN			
FIRE FIGHTERS			
FOREIGN DIFF			
GROSS			
HAZARDOUS			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 2)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 3 OF 17		

PAY BLOCK: ___	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
HIT			
HIT QTD			
LOCAL PAY			
LOCAL PAY TRANS IN			
LUMP SUM LV			
NET			
NIGHT DIFF			
OVERTIME			
PCS NOT SUBJ CITY TAX			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 3)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 4 OF 17		

PAY BLOCK: ___	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS NOT SUB CNTY TAX			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS NOT SUBJ STATE TAX			
PCS STATE TAX			
PCS STATE MTD			
PCS STATE QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 4)

```
COMMAND: _____ NPPS
NAO1530 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 5 OF 17
-----
PAY BLOCK:  ___
                OLD TOTAL      NEW TOTAL      DIFFERENCE

EARNINGS:
  PCS NOT SUBJ FED TAX
  PCS FED TAX
  PCS FED TAX QTD
  RETENTION ALLOW
  STAFF DIFF
  STATE GROSS
  STATE GRS MTD
  STATE GRS QTD
  STAT CUT
  SUNDAY DIFF
  SUPER DIFF
  TAXABLE
-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU    PF7= BACKWARD
PF8= FORWARD   PF12= END
```

Pay Period YTD Adjustments - QYTDADJ (Page 5)

```
COMMAND: _____ NPPS
NAO1530 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 6 OF 17
-----
PAY BLOCK:  ___
                OLD TOTAL      NEW TOTAL      DIFFERENCE

EARNINGS:
  TAXABLE MTD
  TAXABLE QTD
  TAXABLE CITY
  TAXABLE CITY MTD
  TAXABLE CITY QTD
  TAXABLE CNTY
  TAXABLE CNTY MTD
  TAXABLE CNTY QTD
  TAXABLE STATE
  TAXABLE STATE MTD
  TAXABLE STATE QTD
-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU    PF7= BACKWARD
PF8= FORWARD   PF12= END
```

Pay Period YTD Adjustments - QYTDADJ (Page 6)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 7 OF 17		

PAY BLOCK: ___	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
CY DED			
GOVT BASIC AMT DIST			
GOVT MATCH AMT DIST			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 7)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 8 OF 17		

PAY BLOCK: ___	OLD TOTAL	NEW TOTAL	DIFFERENCE
TSP DEDUCTIONS:			
TSP STATE DED YTD			
TSP STATE DED MTD			
TSP STATE DED QTD			
TSP CNTY DED YTD			
TSP CNTY DED MTD			
TSP CNTY DED QTD			
TSP CITY DED YTD			
TSP CITY DED MTD			
TSP CITY DED QTD			
TSP TRNS IN			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 8)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 9 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
ADV PAY CUM			
ADV PAY YTD			
BANKRUPTCY			
BANKRUPTCY CUM			
BILL OF COLL			
BOND			
CFC			
CHILD SUP			
CHILD SUP CUM			
COM GARNISH			
COM GARNISH CUM			
CITY TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 9)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 10 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CITY TAX MTD			
CITY TAX QTD			
CIV SVS CR PR			
CIV SVS CR			
CIV SVS CUM			
CIV SVS TRSF			
CIV SVS TRSF OUT			
CNTY TAX			
CNTY TAX MTD			
CNTY TAX QTD			
CSRS PRIOR			
CSRS			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 10)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 11 OF 17		

PAY BLOCK: ___	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CSRS CUM TRANSFER			
CSRS GOVT			
CSRS TRNS OUT			
CSRS NASA CUM			
CSRS MIL DEP PRIOR			
CSRS MIL DEP			
CSRS MIL DEP CUM			
CSRS MIL DEP INT			
CSRS MIL DEP INT CUM			
CSRS MIL DEP TRANSFER			
CSRS MIL TR OUT			
FED TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 11)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 12 OF 17		

PAY BLOCK: ___	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FED TAX QTD			
FEGLI TOTAL			
FEGLI GOVT			
FEHB			
FEHB GOVT			
FERS PRIOR			
FERS - K FUND			
FERS - L FUND			
FERS - M FUND			
FERS - N FUND			
FERS TRNS IN			
FERS TRNS OUT			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 12)

```
COMMAND: _____ NPPS
NAO1530 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 13 OF 17
-----
PAY BLOCK:  ___

                                OLD TOTAL      NEW TOTAL      DIFFERENCE

DEDUCTIONS:
  FERS GOVT CONT - K FUND
  FERS GOVT CONT - L FUND
  FERS GOVT CONT - M FUND
  FERS GOVT CONT - N FUND
  FERS MIL DEP PR
  FERS MIL DEP
  FERS MIL DEP CUM
  FERS MIL DEP INT
  FERS MIL DEP INT CUM
  FERS MIL DEP TRANSFER
  FERS MIL TR OUT
  FERS NASA CUM
-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF7= BACKWARD
PF8= FORWARD   PF12= END
```

Pay Period YTD Adjustments - QYTDADJ (Page 13)

```
COMMAND: _____ NPPS
NAO1530 PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 14 OF 17
-----
PAY BLOCK:  ___

                                OLD TOTAL      NEW TOTAL      DIFFERENCE

DEDUCTIONS:
  FICA
  FICA QTD
  FICA GOVT
  FICA GOVT QTD
  FICA TRNS IN
  HIT
  HIT QTD
  HIT GOVT
  HIT GOVT QTD
  INDEBT
  INDEBT CUM
  MISC
-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF7= BACKWARD
PF8= FORWARD   PF12= END
```

Pay Period YTD Adjustments - QYTDADJ (Page 14)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 15 OF 17		

PAY BLOCK: ____	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
NEBA BASIC			
NEBA OPTIONAL			
NEBA SPOUSE			
NEBA TOTAL			
NEBA BASIC QTD			
NEBA OPT QTD			
NEBA SPOUSE QTD			
NEBA QTD TOT			
NEBA TRAVEL			
NEBA TRAVEL QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 15)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 16 OF 17		

PAY BLOCK: ____	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS STATE TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 16)

COMMAND: _____	NPPS		
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 17 OF 17		

PAY BLOCK: ___			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS STATE MTD			
PCS STATE QTD			
PCS FED TAX			
PCS FED TAX QTD			
STATE TAX			
STATE TAX MTD			
STATE TAX QTD			
TSP LOAN DED 1			
TSP LOAN DED 2			
UNION DUES			
VOLUNTARY ALLOT			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 17)

DESCRIPTION AND EXECUTION

The Pay Period YTD Adjustments (QYTDADJ) template is used to retrieve and display the changes in the old versus new totals for the pay period YTD, QTD, and MTD data for control and reconciliation purposes.

Steps to Reach Pay Period YTD Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **45** - Pay Period YTD Adjustments.

This template is composed of seventeen screens. You may move forward by pressing PF8 and backward by pressing PF7.

4.2.2.3.5 Payroll Register

COMMAND: _____	NPPS	
NAO1550	PAYROLL REGISTER - QREG	1 OF 3
PAY BLOCK: __ OR SSN: ____	NAME: _____	
***** BASE TO GROSS ***** ***** NET TO GROSS *****		
ADD:	ADD: NET + DED	ADD: NET + DED
BASIC PAY	NET EARN	FEHB
OVERTIME	ADV PAY	FERS
NITE DIF	BANKRUPTCY	FERS MIL
HOL WKD	BONDS	FICA
LUMP SUM	CFC	INDEBT US
UNUS CT PD	CHILD SUPP	HIT
SUN DIF	C GARNISH	MISC
HAZARD	CIV SV CR	NEBA
FOREN-DIF	CITY TAX	STATE TAX
SUPER DIFF	COUNTY TAX	TSP
RET ALLOW	CSRS	TSP LOAN
STAFF DIFF	CSRS MIL	UNION
*AUO	FED TAX	VOL ALLOT
LOCAL PAY	FEGLI	SUB TOT

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END

Payroll Register - QREG (Page 1)

COMMAND: _____	NPPS		92-06-09
NAO1550	PAYROLL REGISTER - QREG	2 OF 3	13:55:45
PAY BLOCK: __ OR SSN: ____	NAME: _____		
***** BASE TO GROSS ***** ***** NET TO GROSS *****			
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
BASIC ADJ	(-)	(+)	
OT ADJ	BILL OF CO	BOND REF	
NITE ADJ	CFC	CFC	
HOL WKD AD	CITY TAX	CITY TAX	
SUN ADJ	CIV SV CR	CIV SV CR	
HAZ ADJ	CNTY TAX	CNTY TAX	
FIR PR ADJ	COLA	COLA	
FOR DF ADJ	CSRS	CSRS	
SUP DF ADJ	EIC	EIC	
RET AL ADJ	FED TAX	FED TAX	
STF DF ADJ	FEGLI	FEGLI	
*AUO ADJ	FEHB	FEHB	
LOCAL ADJ	FERS	FERS	
	FICA	FICA	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Payroll Register - QREG (Page 2)

```

92-03-30
10:23:51
COMMAND: _____ NPPS
NAO1550 PAYROLL REGISTER - QREG 3 OF 3
PAY BLOCK: __ OR SSN: __ __ NAME: _____
***** BASE TO GROSS ***** ***** NET TO GROSS *****
ADD: ADJUSTMENTS LESS: REFUNDS/CREDIT
(-) (+)
HIT HIT
ST TAX ST TAX
TSP ADJ TSP ADJ
TSP LOAN TSP LOAN
UNION DUES UNION DUES
ADV PAY ADV PAY
SUB TOT SUB TOT
LESS:S CUT LESS:
EIC AMT(+)
COLA (+)
TOT ERN TOT ERN
-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF9= NAME SEARCH PF12= END
    
```

Payroll Register - QREG (Page 3)

DESCRIPTION AND EXECUTION

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, the entire center, or the entire agency from base-to-gross pay and net-to-gross pay.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **47** - Payroll Register Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the payroll totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

CPO Center

When Payroll Register screen is accessed using the CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.2.3.6 Savings Allotment Summary

```

COMMAND: _____ NPPS
NAO1510 SAVINGS ALLOTMENT SUMMARY - QALLOT
-----
                                CENTER: ____

PRIOR-TOTAL:
NEW-ACCOUNTS:
CHANGE INCREASES:

TOTAL INCREASES:

SUB-TOTAL:

CANCELLATIONS:
CHANGE DECREASES:

TOTAL DECREASES:

OVERALL TOTAL DEDUCTIONS:
-----
PF1= HELP          PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END

```

Savings Allotment Summary (QALLOT)

DESCRIPTION AND EXECUTION

The Savings Allotment Summary (QALLOT) template is used to retrieve and display a summary report that shows the current pay period changes to the allotment data for the entire center. This includes voluntary savings allotments and TSP loan repayment allotments.

Steps to Reach Savings Allotment Summary

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **43** - Savings Allotment Summary.

4.2.2.3.7 Bonds Control

```
* SPECIFY PAYBLOCK AND/OR SSN

COMMAND: _____ NPPS
NAO1540          BONDS CONTROL - QBOND 1
-----

PAYBLK: ___ OR SSN: ___ _ (99 = CENTER)

*** EMPLOYEE ***

# OF ACTIVE BONDS:      TOT DED AMOUNT:
# OF ROTATING OWNERS:  TOT DED THIS PP:      BONDS PURCHASED:

*** PAY BLOCK/CENTER ***

# OF ACTIVE BONDS:      TOT DED AMOUNT:
# OF ROTATING OWNERS:  TOT DED THIS PP:      BONDS PURCHASED:

-----
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
```

Bonds Control (QBOND)

DESCRIPTION AND EXECUTION

The Bonds Control (QBOND) template is used to retrieve and display information about active bonds deductions and bonds purchased during this pay period for an individual employee, single payblock, or the entire center.

Steps to Reach Bonds Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **46** - Bonds Control.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the bonds totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the bonds totals for a single payblock, enter only the payblock number and press **ENTER**. To view the bonds totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

4.2.2.3.8 Personnel Data

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____          NPPS
NAO1560          PERSONNEL DATA - PERSON
-----
SSN:  ___  ___  ___  FUNC: R   NAME:  _____  -
SCD LEAVE DATE:          NCC SUFFIX:
INSTALLATION EOD:       ADJ BASIC PAY:
BIRTH DATE:             OT RATE:
GRADE:          STEP:   LOCAL PAY:          AUO:
FLSA STS:      ORG LOCATED:  STAFF DIFF:          AVAIL:
ADJ BASIC HOURLY/DAILY:  SUPER DIFF RATE:
WORK SCHED CODE:       RET ALLOW RATE:
PART TIME HOURS:      ANN LV CATG:    ACCR RATE:
AL ACCR AVAIL:        RESTORED LV BAL:
SL ACCR AVAIL:       COMP TIME BAL:
LWOP WIG:          FEHB CONTR:    CREDIT HRS BAL:
RETIRE PLAN:      FEHB PLAN:     LWOP YTD:
FEGLI PLAN:      FACIL CODE:     SCH ADJ BASIC PAY:
TENURE TYPE:     OCCUP CODE:     ORG ASSIGNED:
FTE LINE ITEM:  PAY TBL:        PAY PLAN:          POSITION TYPE:
-----
FUNCTIONS:      N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
    
```

Personnel Data (PERSON)

DESCRIPTION AND EXECUTION

The Personnel Data (PERSON) template is used to retrieve and display personnel data (i.e., SF 50 information) regarding an individual employee.

Steps to Reach Personnel Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **48** - Personnel Data.

4.2.2.3.11 Pay Period History Query

```
COMMAND: _____ NPPS
NAO1590          PAY PERIOD HISTORY QUERY - QHISTPP
-----
LAST NAME          FIRST NAME
_____  
_____  
(TYPE NAME AND HIT ENTER FOR NAME SEARCH)

1. SUMMARY, ENTER:  PP __ PAY DATE YEAR ____
(QHISTORY)         SSN  __  __  ____

2. DETAIL,  ENTER:  PP __ PAY DATE YEAR ____
                  SSN  __  __  ____
                  MER SCREEN _____
                  (COMMAND)

-----
PF1=  HELP          PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END
```

Pay Period History Query (QHISTPP)

DESCRIPTION AND EXECUTION

The Pay Period History Query (QHISTPP) template is used to retrieve and display an employee's historical summary for a specified pay period and year. This template is also used to retrieve and display a detailed employee history via a MER template. The authorized payroll professional may identify a specific MER template by entering the abbreviated name of the template to be retrieved.

Steps to Reach Pay Period History Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **53** - Pay Period History Query.

4.2.2.3.12 Pay Period History

```

COMMAND: _____ NPPS
NAO1591          PAY PERIOD HISTORY1 - QHIST1      1 OF 5
-----
SSN:  ___  ___  ___  LAST NAME: _____ FIRST NM: _____ I:  _
PP:  ___  PAY DATE YEAR:  _____ (TYPE NAME AND HIT ENTER FOR NAME SEARCH)

ADV PAY DED:          CFC:          COLA:
ADV PAY ADJ:          CFC ADJ:        COLA ADJ:
AUO:                  CHILD SUPP:      CSRS:
AUO ADJ:              C GARNISH:        CUR ADJ:
AVAIL PAY:            CITY TAX:          FRMR ADJ:
AVAIL ADJ:            CTTY ADJ:          CSRS MIL:
BANKRUPTCY:          FRMR ADJ:          DUE U.S.:
BASE PAY:             CIV SV CR:         EIC.:
BASE ADJ:             CIV ADJ:           EIC ADJ:
BILL OF COL:          CNTY TAX:          FED TAXES:
BOND:                 CNTY ADJ:          FEDTX ADJ:
BOND REFND:          RETIREMENT PLAN:    FEHB:  TEW:
ADJ BASIC HR:          PAID FLSA:          FEGLI:
-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF7= BACKWARD
PF8= FORWARD   PF12= END
    
```

Pay Period History1 (QHIST1)

```

COMMAND: _____ NPPS          92-06-01
NAO1591          PAY PERIOD HISTORY2 - QHIST2      2 OF 5      08:50:57
-----
SSN:          LAST NAME:          FIRST NM:          I:
PP:          PAY DATE YEAR:

FEGLI:          GROSS PAY:          LOCAL PAY:
FEGLI ADJ:      FF PREM ADJ:          LOCAL ADJ:
FEHB:           FOR DIF ADJ:          LUMP LEAVE:
CUR ADJ:        HAZARD ADJ:          LUMP ADJ:
FRMR ADJ:       HOL WK ADJ:          MISC DED:
FERS:           NT DIFF ADJ:         NEBA:
CUR ADJ:        OT ADJ:          NET PAY:
FRMR ADJ:       SUN DIF ADJ:        NITE DIF:
FERS MIL:       HAZ DUTY:          OVERTIME:
FICA:           HIT:          UNUSE CT P:
FICA ADJ:       HIT ADJ:          PCS EARN:
FOR DIF:        HOLD WKED:

-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF7= BACKWARD
PF8= FORWARD   PF12= END
    
```

Pay Period History2 (QHIST2)

```

92-05-27
16:23:15
COMMAND: _____ NPPS
NAO1591 PAY PERIOD HISTORY3 - QHIST3 3 OF 5
-----
SSN: LAST NAME: FIRST NM: I:
PP: PAY DATE YEAR:

RET ALLOW: TSP DED:
RET ADJ: TSP ADJ:
STAFF DIFF: TSP LOAN:
STAFF ADJ: LOAN1 ADJ:
STAT CUT: LOAN2 ADJ:
STATE TAX: UNION:
STTX ADJ: UNION ADJ:
FRMR ADJ: VOL ALLOT:
SUN DIFF:
SUPER DIFF:
SUPER ADJ:

-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END
    
```

Pay Period History3 (QHIST3)

```

COMMAND: _____ NPPS
NAO1591 PAY PERIOD HISTORY4 - QHIST4 4 OF 5
-----
SSN: LAST NAME: FIRST NM: I:
PP: LEAVE PER: PAY DATE YEAR:

*** ANNUAL LEAVE *** *** SICK LEAVE ***

PYCO CUR YTD PYCO CUR YTD
EARN: EARN:
USED: USED:
RIC: RIC:
BAL: BAL:

AL BAL: SL BAL:

LWOP CURR: LWOP 80 HR: RL PYCO: RL USED:
LWOP YTD: LWOP WIG: RL REST: RL BAL:

-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END
    
```

Pay Period History4 (QHIST4)

```

COMMAND: _____ NPPS
NAO1591          PAY PERIOD HISTORY5 - QHIST5          5 OF 5
-----
SSN:             LAST NAME:             FIRST NM:             I:
PP:             PAY DATE YEAR:

BASE HOURS:
OVERTIME HOURS:
NITE DIFF HOURS:
HAZARDOUS HOURS:
HOLIDAY WORKED:
SUNDAY HOURS:

-----
PF1= HELP          PF3= PREV SCREEN      PF5= MAIN MENU      PF7= BACKWARD
PF8= FORWARD      PF12= END

```

Pay Period History5 (QHIST5)

DESCRIPTION AND EXECUTION

The Pay Period History (QHIST1-5) template is used to retrieve and display a complete employee history for a specified pay period and year. The items are grouped into categories, such as leave hours, and then listed in alphabetical order.

Steps to Reach Pay Period History

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **54** - Pay Period History.

This template is composed of five screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.4 *Administrative*

NPPS provides the capability to establish and maintain various administrative employee data. In addition, NPPS provides the capability to process a large group of actions for the same transaction at one time. This capability is referred to as mass transaction processing. Administrative actions include the following.

- Employee T&A Distribution
- Employee Mailing Address and Net Pay
- Spousal Health Benefits
- Payroll Suspense Maintenance Query
- CFC Deductions Mass
- T&A Distribution Mass
- New Payblock Mass Update
- Donate Leave Mass
- Global Transactions, Financial Institution
- Global Transactions, T&A Distribution Code

4.2.2.4.1 Employee T&A Distribution

```

91-09-09
COMMAND: _____ NPPS 13:41:24
NAO1110 EMPLOYEE T & A DISTRIBUTION - TADIST
-----
      SSN      PAYBLK  FUNC          LAST NAME          FIRST NAME  I
      _ _ _ _ _  _ _ _ _  _          _ _ _ _ _ _ _ _ _  _ _ _ _ _  _

TA DISTRIBUTION CODE: _____ CHANGE TO NEW PAYBLOCK:  _
TOUR OF DUTY SHIFT: FR _____ (EFFECTIVE NEXT PAY PERIOD)
                        TO _____
TOUR TYPE:  _ NEW EMPLOYEE ASSIGNED PAYBLOCK:  _
COMPRESSED WORK WEEK ( /Y)  _ (EFFECTIVE THIS PAY PERIOD)
WEEKLY UNCOMMON TOUR HOURS: _____

ORG ASSIGNED:          INSTALL EOD:          RETIREMENT PLAN:
DUTY STATUS:          ORG LOCATED:          FACILITY CODE:
SCD LEAVE:          DUTY STATION:          JOB SERIES:
                        FTE LINE ITEM:
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP          PF3= PREV SCREEN  PF4= QNORM          PF5= MAIN MENU
PF9= QREG          PF12= END
    
```

Employee T&A Distribution (TADIST)

DESCRIPTION AND EXECUTION

The Employee T&A Distribution (TADIST) template is used to display and update an employee's T&A distribution code and tour of duty information.

Steps to Reach Employee T&A Distribution

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **55** - Employee T&A Distribution.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

Values which may be entered or changed are T&A Distribution Code, Change to New Payblock, Tour of Duty Shift, and Tour Type. The remaining fields located on the bottom third of the screen are for display only. Information in these fields was entered by personnel at the time the individual was hired.

This is the first action in the New Employee Add Chain. To begin an add chain, enter **A** in the Func field. You may also begin an add chain from the New Employee List.

4.2.2.4.2 Employee Mailing Address and Net Pay

```

COMMAND: _____ NPPS
NAO1120 EMPLOYEE MAILING ADDRESS AND NET PAY DISPOSITION - ADDR
-----
SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
MAILING ADDRESS: _____
CITY:    _____ STATE:  ___ ZIP:  _____ - ____
NET-VIA-EFT:
FINANCIAL INST ROUTING NBR: _____
ACCOUNT NUMBER: _____ ACCOUNT TYPE:  _
FIN. INST. NAME:
ADDRESS FIN:
CITY:    _____ STATE:  ___ ZIP:
ADDRESS CHECK: _____ OFFICE CHECK:  _
(Y OR BLANK)
CITY:    _____ STATE:  ___ ZIP:  _____ - ____
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP  PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END_
    
```

Employee Mailing Address and Net Pay (ADDR)

DESCRIPTION AND EXECUTION

The Employee Mailing Address and Net Pay Disposition (ADDR) template is used to display and update an employee's mailing address as well as specify the disposition of an employee's net pay. When completing this template, either Net-via-EFT or Check Address must be specified (you may not specify both). Since the Mailing Address field will be used for general mail-outs, such as the Leave and Earnings Statements, it should be provided for all employees. For check disposition, the Net-via-EFT field or Address Check field should be completed.

USER INPUT

You must enter either the employee's Net-via-EFT data or Check Address. The Office Check field is used to instruct the Treasury to send the check to the installation "Designated Agent."

Steps to Reach Employee Mailing Address and Net Pay

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **56** - Employee Mailing Address and Net Pay.

4.2.2.4.3 Spousal Health Benefits

```

*** SSN/PAY PERIOD COMBINATION NOT FOUND

COMMAND: _____ NPPS
NAO1238          SPOUSAL HEALTH BENEFITS - SPFEHB          1
-----
      SSN      PAY PERIOD  FUNC      LAST NAME      FIRST NAME      I
      _____  _____  _____  _____      _____      -
              _____  R
TOTAL NUMBER SPOUSAL HEALTH BENEFITS RECORDS ON FILE:

FEHB PLAN CODE:  _____

FEHB CASH PAYMENT: _____

DATE OF DATA ENTRY: _____

REMARKS: _____

PRESS ENTER TO GET NEXT SSN
-----
FUNCTIONS:      A= ADD          C= CHANGE        D= DELETE        R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU   PF12= END
    
```

Spousal Health Benefits (SPFEHB)

DESCRIPTION AND EXECUTION

The Spousal Health Benefits (SPFEHB) template is used to set up and maintain information regarding the spousal health benefits elected by an employee's ex-spouse. The employee's record does not reflect that a spousal health benefit is being paid. The ex-spouse's SSN establishes a separate record, and payment data only appears on the SF 1166 and SF 2812.

Steps to Reach Spousal Health Benefits

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **57** - Spousal Health Benefits.

4.2.2.4.4 Payroll Suspense Maintenance Query

```
COMMAND: _____ NPPS
NAO1600 PAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY 1
-----
LIST ACTION FOR EMPLOYEE:
      SSN          LAST NAME          FIRST NAME
      _____  _____          _____
      (TYPE NAME AND HIT ENTER FOR NAME SEARCH)

      SELECT ONE OF THE FOLLOWING:

LIST ACTIONS ON OR BEFORE EFFECTIVE DATE: _____
      (PP FIRST DAY)

LIST ACTIONS FOR TRANSACTION TYPE: _____

LIST ACTIONS FOR CLERK ID: _____

-----
PF1= HELP          PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END
```

Payroll Suspense Maintenance Query (SQUERY)

DESCRIPTION AND EXECUTION

The Payroll Suspense Maintenance Query (SQUERY) template is used to select a method to display the suspended payroll information for an individual employee or group of employees. Information may be requested via one of three methods: (1) a list of actions on or before a given effective date, (2) a list of actions for a specified transaction type, or (3) a list of actions entered by a given clerk as referenced by the clerk's ID. After the method is chosen, NPPS displays the listings using either the List Actions for Employee (SEMP) template or the List Actions on Suspense (SACT) template.

USER INPUT

You may place actions on suspense until the pay period for which they apply. During initialization, NPPS searches the actions on the Payroll Suspense file and selects the actions with the pay period beginning date of the current pay period. It then applies these actions as updates to the appropriate master employee records.


```
COMMAND: _____ NPPS
NAO1241 FEDERAL AND STATE TAXES - FTAX 10
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
269 00 0000   01      S      SMITH_____  BETTY_____  A
*** FEDERAL TAXES ***

MARITAL STATUS (M,S): S _____
EIC MARITAL CODE:    _           :  _
(1=EMPLOYEE ONLY, 2=EMPLOYEE

STATE CODE:  _____ MARIT  | ENTER THE EFFECTIVE DATE: 01011990 |
ADD EXEMPTS:  _____ FILIN  | (PP FIRST DAY - MMDDYYYY) |
ALTERNATE AMT: _____ DEPN  | OR ENTER PF3 TO ESCAPE |
                                           | , ) :  _ |

FILING STATUS (DC ONLY) - J=JOINTLY, S=SEPARATELY; ALT % (AZ & MD ONLY)
ALT AMT (NC ONLY); DEPENDENT OF ANOTHER (AL ONLY); WORKING SPOUSE (MS ONLY)
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF4= QNORM      PF5= MAIN MENU
PF9= QREG      PF12= END
```

Suspended Action

Steps to Reach Payroll Suspense Maintenance Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **58** - Payroll Suspense Maintenance Query.

4.2.2.4.5 CFC Mass Deductions

```

*   SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____ NPPS
NAO1710          CFC DEDUCTIONS MASS - MASSCFC      1 OF 10
-----
FUNCTION:  R

          SSN          EMPLOYEE NAME          CFC          DED
          _____          _____          ORG          AMOUNT  STATUS
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
          _____          _____          _____          _____
-----
FUNCTIONS:  C= CHANGE          R= RETRIEVE          S= SUSPEND
PF1= HELP          PF3= PREV SCREEN          PF5= MAIN MENU          PF12= END
    
```

CFC Deductions Mass (MASSCFC)

DESCRIPTION AND EXECUTION

The CFC Deductions Mass (MASSCFC) template is used to input CFC deductions for up to 10 employees.

Steps to Reach CFC Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **59** - CFC Deduction Mass.

4.2.2.4.6 T&A Mass Distribution

```
* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____ NPPS 1 OF 10
NAO1720 TIME AND ATTENDANCE DISTRIBUTION MASS - MASSTA
-----
FUNCTION: R

      SSN      EMPLOYEE NAME      T&A
                                DISTRIBUTION STATUS
                                CODE
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
-----
FUNCTIONS:  C= CHANGE      R= RETRIEVE      S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
```

Time and Attendance Distribution Mass (MASSTA)

DESCRIPTION AND EXECUTION

The Time and Attendance Distribution Mass (MASSTA) template is used to change T&A distribution codes on a large scale (i.e., up to 10 transactions at one time).

Steps to Reach T&A Distribution Mass

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **60** - T&A Distribution Mass.

4.2.2.4.8 Mass Donated Leave

```

*   SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1740          DONATED LEAVE MASS - MASDONOR          PAGE 1
-----
RECIPIENT SSN  PAYBLK  FUNC          LAST NAME          FIRST NAME  I
_____
R
INITIALIZE  _  (Y OR BLANK)
RESTORED LV  _  (MARK 'X' TO RETRIEVE & PROCESS RESTLV DATA ONLY)
DONOR.....  DONATED  DONATED  CUM  DONOR.....
SSN          HOURS   RETURNED DONATED  NAME OR COMMENT  GR  ST  RATE
-----
_____
_____
_____
_____
_____
_____
_____
_____
_____
-----
FUNCTIONS:   C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP   PF3= PREV   PF5= MAIN   PF7= BACKWARD   PF8= FORWARD   PF12= END
    
```

Donated Leave Mass (MASDONOR)

DESCRIPTION AND EXECUTION

The Donated Leave Mass (MASDONOR) template is used to record employees' donations of earned annual leave and restored leave to another employee and returns of unused donated leave to donors. Using this template, up to 300 donated leave transactions may be recorded at one time. The template may be used to record donations or returns in one transaction (up to 300 entries before ENTER), but not both. The Cum Donated field will display the total number of leave hours donated to the recipient and not returned to the donor. The template will retrieve the donors previously entered, displaying their name, grade and step, and hourly rate. If a donor is not assigned to the same installation as the recipient, an informative message will appear in the Name and other fields. Donors may be eliminated by spacing out the displayed information when Cum Donated = 0 or when the recipient's Donated Balance = 0. In addition, if "Y" is entered in the Initialize field, all donor data on the screen will be blanked out during the initialization process. After the transaction is processed, an informative message will be returned that will contain the total hours donated or returned that were entered in the MASDONOR transaction, and the hours donated/returned fields on the template will be returned to blank. When restored leave hours are to be donated or returned, the RESTORED LV field must contain an 'X'. This provides the capability to separately account for the employees donating both types of leave.

Steps to Reach Donated Leave Mass

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **62** - Donated Leave Mass.

4.2.2.4.9 Global Transactions, Financial Institution

```
COMMAND: _____ NPPS
NAO1730 GLOBAL TRANSACTIONS, FINANCIAL INST - GLOBFIN 1
-----
FUNCTION: R

FINANCIAL INSTITUTION ROUTING NUMBER

FROM: _____ TO: _____

NAME FROM:
NAME TO:

NUMBER OF EMPLOYEES AFFECTED:

-----
FUNCTIONS: C= CHANGE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
```

Global Transactions, Financial Institution (GLOBFIN)

DESCRIPTION AND EXECUTION

The Global Transactions, Financial Institution (GLOBFIN) template is used to change the name and routing number of a financial institution. This change will be enacted for all employees who have elected to send voluntary allotments or net pay distributions to this financial institution.

Steps to Reach Global Transactions, Financial Inst

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **63** - Global Transactions, Financial Institution.

4.2.2.4.10 Global Transactions, T&A Distribution Code

```

COMMAND: _____ NPPS
NAO1735 GLOBAL TRANSACTIONS, TA DIST CODE - GLOBTA 1
-----

FUNCTION: R

                T&A DISTRIBUTION CODE

                FROM: _____ TO: _____

                NUMBER OF EMPLOYEES AFFECTED:

-----

FUNCTIONS:      C= CHANGE          R= RETRIEVE          S= SUSPEND
                PF1= HELP          PF3= PREV SCREEN   PF5= MAIN MENU     PF12= END

```

Global Transactions, T&A Distribution Code (GLOBTA)**DESCRIPTION AND EXECUTION**

The Global Transactions, T&A Distribution Code (GLOBTA) template is used to change a T&A distribution code. The records of all employees who are assigned this distribution code will be updated with the new distribution code.

Steps to Reach Global Transactions, T&A Distribution Code

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **64** - Global Transactions, T&A Distribution Code.

4.2.2.4.11 Mass Awards Processing

```

COMMAND: _____ NPPS
NAO1750          MASS AWARD PROCESSING - MASSAWD
-----
BLK:  ___  FUNCTION:  _

SEL      SSN      EMTL NAME          NOAC  EFF DATE  AWD AMT

-        -        -
-        -        -
-        -        -
-        -        -
-        -        -
-        -        -
-        -        -
-        -        -
-        -        -
-        -        -
-----
FUNCTIONS:  C= CHANGE      R= RETRIEVE
SEL:        Y= CHECK      B= NET PAY      BLANK= NO CHECK
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU  PF7= BACKWARD
PF8= FORWARD PF12= END_
    
```

Mass Awards Processing Menu (MASSAWD)

DESCRIPTION AND EXECUTION

The Mass Awards Processing (MASSAWD) template is used to update the local check designated agent field. All employees receiving an award amount are selected for update by pay block. The SEL field can have a value of "Y" or "B." A value of "Y" indicates that the award is to be paid locally and a separate check is to be issued. A value of "B" indicates that the award should be included in the employee's Net Pay and no separate check should be issued.

Steps to Reach Mass Awards Processing

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **65** - Mass Awards Processing.

4.2.2.4.12 Mass Extended Compensatory Time

```

COMMAND: _____ NPPS
NAO1760 MASS EXTENDED COMPENSATORY TIME - MASEXTCT PAGE 1
-----
      SSN      PAYBLK FUNC  EXT DATE   LAST NAME      FIRST NAME     I
      - - - - -      R      - - - - -   - - - - -      - - - - -     -
-----
UPD ST EXTENDED ORIGINAL EXTENDED..... CUM      CUM
SEL CD THRU DATE FRFTD DTE  YEARPP  EARN DTE  RATE   HOURS   USED   FRFTD
-----
-
-
-
-
-
-
-
-
-
-----
FUNCTION:      C= CHANGE          N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU
PF7= BACKWARD  PF8= FORWARD       PF12= END
    
```

Mass Extended Compensatory Time (MASEXTCT)

DESCRIPTION AND EXECUTION

The Mass Extended Compensatory Time (MASEXTCT) template is used to display pertinent extended/forfeited CT information and to apply the same extended thru date to multiple extended/forfeited records.

All extended/forfeited CT records, up to a total of 99 records, will be displayed. If a non-blank character is placed in one, and only one, UPD SEL field on the left side of the line that represents one extended/forfeited CT record, the EXTCT screen will be automatically displayed with the information from the record selected available for modification. Changing extended/forfeited CT information will not be permitted if the employee whose data is being displayed by EXTCT has a "good" T&A update status.

If a Function "C" is entered with an EXT DTE (extended through date), all extended/forfeited CT records with a non-blank character in the UPD SEL field will automatically be extended through the date entered.

Steps to Reach Mass Extended Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the MER Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **66** - Mass Extended Compensatory Time.

4.3.1 Pay Computations (T&A and Vouchering)

```
COMMAND: _____ N P P S
NAO0000 PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - TIME & ATTENDANCE

                2 - MER

                3 - TABLE PROCESSING

                4 - VOUCHERING

                5 - NON-PERSONNEL ACTION CASH AWARDS

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

Payroll Main Menu (MMPAY)

DESCRIPTION AND EXECUTION

Payroll computations include T&A and Payroll Vouchering operations accessed through the Payroll Main Menu (MMPAY). NPPS computes leave and pay based on the T&A data and payroll actions that affect the current pay period earnings, deductions, or leaves balances.

Steps to Reach Time and Attendance

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

Steps to Reach Vouchering

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

Throughout the Payroll Computation section, special sets of function and PF keys are available to you. Though not every function and PF key appears on all screens, the following complete set is provided so that you may become familiar with them.

Use of Functions

C=Change	Allows you to change information about an existing employee.
N=Name Search	Allows you to enter an employee's name or partial name and retrieve the SSN. If more than one employee satisfies the name search, a listing of all employees with that name will be displayed on the screen. You may then select the specified employee, and NPPS will enter the SSN on the screen so that you may continue as if you had entered the SSN directly.
S=Split Shift	Allows you to indicate that an employee has worked a split shift during the T&A processing.
H=Hundred Totals	Allows you to view the totals for a group of one hundred employees within the same payblock.
B=Block Totals	Allows you to view the totals for an entire payblock.

Use of PF Keys

The four standard PF keys which appear on most menus and templates are PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

The PF2=More Messages may be used to view additional messages during the T&A Edit process. This feature is provided because NPPS may not be able to display all messages on the same screen.

4.2.3.1 Time and Attendance Main Menu

```
COMMAND: _____      N P P S
NAO3000      T&A MAIN MENU - TAMEN
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

          1 - T&A EDIT
          2 - T&A REPORTED HOURS
          3 - PAYROLL REGISTER

-----

PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
```

T&A Main Menu (TAMEN)

DESCRIPTION AND EXECUTION

The T&A Main Menu (TAMEN) is used to access the T&A Edit section of payroll computation, illustrated in Figure 4.2.2.1-1, T&A Processing. In addition, this menu is used to view the T&A Reported Hours and the Payroll Register.

Steps to Reach T&A Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

The results of the T&A processing are as follows.

- Employee record updates of T&A reported hours.
- T&A reported hours control.
- Biweekly totals of reported hours for each employee and payblock.
- Error and information messages from T&A online data entry.

4.2.3.1.1 T&A Edit

```

* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS

COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT
NAO3100 -----
FUNCTION _ SEL _ PAYBLOCK ___ SSN ___ EMP# _____ CMPRSD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _ DATE _____
      REG  OT   ND   CTE  HOL   SD   HD           CD  OTH  CD  OTH
WEEK1 _____
SH:  _  AL   SL   CTU  LWOP  SUSP  AWOL  HOL   RST  _  _  _  _
      REG  OT   ND   CTE  HOL   SD   HD           CD  OTH  CD  OTH
WEEK2 _____
SH:  _  AL   SL   CTU  LWOP  SUSP  AWOL  HOL   RST  _  _  _  _
      _____ LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE: _____
LEAVE _____
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT C= CHANGE H= HUNDRED TOT N= NAME SRCH S= SPLIT SHIFT
PF1= HELP PF2= MORE MESSAGES PF3= PREV SCREEN PF5= MAIN MENU PF12= END
    
```

NPPS - Official Pay Record (TAEDIT)

DESCRIPTION AND EXECUTION

The NPPS - Official Pay Record (TAEDIT) template is used to enter an employee's T&A data online and to correct T&A transactions which NPPS marked as being in error when the T&A batch process was run. NPPS marks T&A transactions which are in error after running validity tests for hours worked, leave hours, and other totals.

T&A is the only source of current hours from which NPPS computes earnings. The T&A transaction must pass field edits and be validated. NPPS can process a maximum of three shifts in the same week. In addition, NPPS automatically creates T&A transactions for those employees who are on LWOP status in the current pay period during the T&A batch process.

For employees working uncommon tours (firefighters, etc.), all hours worked, including overtime, must be entered into the Regular Hours field of the TAEDIT template. The Overtime Hours field must contain only the overtime hours in excess of eight per day (also included in the Regular Hours entry).

Steps to Reach T&A Edit

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **1** - T&A Edit.

The first two lines below the template title provide information about the employee such as name, SSN, and payblock. The next four lines provide information about the two weeks which compose each pay period. The types of hours, both earned and used, are shown for each week. Also, a space is provided in which the employee's shift code for each week is entered/displayed. This space is labeled SH for shift worked. The abbreviated names for the types of hours earned and worked are as follows.

- Regular (REG)
- Overtime (OT)
- Night Differential (ND)
- Compensatory Time Earned (CTE)
- Holiday Leave Used (HOL)
- Sunday Differential (SD)
- Hazard Duty (HD)
- Annual Leave (AL)
- Sick Leave (SL)
- Compensatory Time Used (CTU)
- Leave Without Pay (LWOP)
- Suspension (SUSP)
- Absent Without Leave (AWOL)
- Restored Leave (RST)

The last section of the TAEDIT template displays the biweekly totals. The other Leave categories and their abbreviated names are as follows.

- A Administrative
- C Court
- D Credit Hours Used
- E Excused
- G Graduate
- H Home Leave
- I COP
- J Jury
- M Military
- R Religious Comp Time Used
- T Time-Off
- Y Credit Hours Earned
- Z Religious Comp Time Earned

4.2.3.1.2 T&A Reported Hours

```

COMMAND: _____ NPPS
NAO3200          T & A REPORTED HOURS - QTAR -
FUNCTION: _  PAY BLOCK ___ SSN ___ _ THRU
T & A'S  PRESENT:      ERRORS:      MISSING:      REACTIVATIONS:
REGULAR:
OVERTIME:
NIGHT DIFF:
COMP EARNED:
HOLIDAY WORKED:
SUNDAY DIFF:
HAZARD DUTY:
ANNUAL LEAVE:
SICK LEAVE:
COMP TAKEN:
LWOP:
SUSPENSION:
AWOL:
HOLIDAY:
RESTORED LEAVE:
OTHER LEAVE:
A - ADMINISTRATIVE:
C - COURT:
D - CREDIT USED:
E - EXCUSED:
G - GRADUATE:
H - HOME LEAVE:
I - COP:
J - JURY:
M - MILITARY:
R - REL CT USED:
T - TIME OFF AWARD:
Y - CREDIT EARNED:
Z - REL CT EARNED:
FUNCTION: H= HUNDRED TOT / SCROLL  B= BLOCK TOT  C= CENTER TOT
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
    
```

T&A Reported Hours (QTAR)

DESCRIPTION AND EXECUTION

The T&A Reported Hours (QTAR) template is used to display the control totals for each type of T&A reported hours entered. Totals may be displayed for the center level, payblock level, for groups of 100 employees within each payblock, and for the agency level (for CPO Users). NPPS provides control totals for each type of hours reported, the number of missing T&As, the number of T&As present, the number of T&As in error, and the number of employees reactivated for pay this pay period.

Steps to Reach T&A Reported Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **2** - T&A Reported Hours.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To display the totals you require, select the appropriate function code: **H** for Hundred Totals in the payblock specified, **B** for Payblock Totals in the payblock specified, or **C** for Center Totals.

CPO Center

When T&A Reported Hours (QTAR) is accessed using the CPO USER-ID. CPO User can retrieve and display the control total for each type of T&A reported hours for the Center. A Function of 'C' and Pay Block '98' retrieves and displays total for NASA Agency.

4.2.3.1.3 Payroll

COMMAND: _____	NPPS	
NAO1550	PAYROLL REGISTER - QREG	1 OF 3
PAY BLOCK: __ OR SSN: ____	NAME: _____	_____
***** BASE TO GROSS ***** ***** NET TO GROSS *****		
ADD:	ADD: NET + DED	ADD: NET + DED
BASIC PAY	NET EARN	FEHB
OVERTIME	ADV PAY	FERS
NITE DIF	BANKRUPTCY	FERS MIL
HOL WKD	BONDS	FICA
LUMP SUM	CFC	INDEBT US
UNUS CT PD	CHILD SUPP	HIT
SUN DIF	C GARNISH	MISC
HAZARD	CIV SV CR	NEBA
FOREN-DIF	CITY TAX	STATE TAX
SUPER DIFF	COUNTY TAX	TSP
RET ALLOW	CSRS	TSP LOAN
STAFF DIFF	CSRS MIL	UNION
*AUO	FED TAX	VOL ALLOT
LOCAL PAY	FEGLI	SUB TOT

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END

Payroll Register - QREG (Page 1)

COMMAND: _____	NPPS	
NAO1550	PAYROLL REGISTER - QREG	2 OF 3
PAY BLOCK: __ OR SSN: ____	NAME: _____	_____
***** BASE TO GROSS ***** ***** NET TO GROSS *****		
ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
BASIC ADJ	(-)	(+)
OT ADJ	BILL OF CO	BOND REF
NITE ADJ	CFC	CFC
HOL WKD AD	CITY TAX	CITY TAX
SUN ADJ	CIV SV CR	CIV SV CR
HAZ ADJ	CNTY TAX	CNTY TAX
FIR PR ADJ	COLA	COLA
FOR DF ADJ	CSRS	CSRS
SUP DF ADJ	EIC	EIC
RET AL ADJ	FED TAX	FED TAX
STF DF ADJ	FEGLI	FEGLI
*AUO ADJ	FEHB	FEHB
LOCAL ADJ	FERS	FERS
	FICA	FICA

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END

Payroll Register - QREG (Page 2)

COMMAND: _____	NPPS	
NA01550	PAYROLL REGISTER - QREG	3 OF 3
PAY BLOCK: __ OR SSN: ____	NAME: _____	_____
***** BASE TO GROSS ***** ***** NET TO GROSS *****		
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT
	(-)	(+)
	HIT	HIT
	ST TAX	ST TAX
	TSP ADJ	TSP ADJ
	TSP LOAN	TSP LOAN
	UNION DUES	UNION DUES
	ADV PAY	ADV PAY
SUB TOT	SUB TOT	SUB TOT
LESS: S CUT		LESS:
TOT ERN		EIC AMT(+)
		COLA (+)
TOT ERN		TOT ERN

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END
		PF7= BACKWARD

Payroll Register - QREG (Page 3)

DESCRIPTION AND EXECUTION

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **3** - Payroll Register.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

When Payroll Register screen is accessed using CPO USER-ID. CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.3.2 Vouchering Main Menu

```
COMMAND: _____      N P P S
NAO4000      VOUCHERING MAIN MENU - VOUCHMEN
-----
ENTER ONE OF THE FOLLOWING SELECTIONS: _

      1 - VOUCHER CHAIN (SF2812, SF2812A,
      OPM1523, TSP-2)

      2 - SF1166 CHAIN

      3 - REGISTER TOTALS

      4 - ACCOUNTING BREAKOUTS

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

Vouchering Main Menu (VOUCHMEN)

DESCRIPTION AND EXECUTION

The Vouchering Main Menu (VOUCHMEN) is used to select one of the four options available for viewing the vouchering screens which contain the online voucher information, as illustrated in Figure 4.2.2.2-1, Vouchering.

Steps to Reach Vouchering Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

4.2.3.2.1 Voucher Chain

```

COMMAND: _____ NPPS
NAO4900 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 INSURANCE
-----
LIFE INSURANCE      EMPL W.H.      GOVT. CONTR.    DEDUCTIONS      NOT DEDUCTED
BASIC LIFE          68.66          34.34           7                50
OPT A STND          7.00           1                1                8
OPT B ADDL          17.60           1                1                12
OPT C FAMILY         4.60           3                3                15
TOTAL                97.86          12              12              85
OPT B BREAKOUT
  UNDER-35          2
  36-39             1
  40-44
  45-49             10.40
  50-54             7.20           1                2
  55-59             1
  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

```

COMMAND: _____ NPPS
NAO4300 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT
-----
HEALTH BENEFITS DEDUCTIONS
ENROLL CODE NO.      AMOUNT      MADE      NOT MADE      SPOUSAL FULL PREMIUM
-----
D21                1
UM1                1
UP1                1
UP2                1
V11                2
V12                202.79      1          1
101                4
102                3
104                67.68       1          6
105                284.42      2          8
311                1
312                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)

```

COMMAND: _____
NAO4300                                NPPS
      VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT
-----
                                HEALTH BENEFITS DEDUCTIONS

EMPLOYEE AMT                        564.87
GOVT. CONTR                          163.30
CASH COLL.
SPOUSAL PAYMT.                       150.00
YTD FEHB ADJ (THIS PP)

TOTAL FEHB                            878.17

-----

PF1= HELP                PF5= MAIN MENU                PF12= END
                           ENTER= NEXT SCREEN
    
```

Voucher Information - SF 2812, SF 2812A, and OPM 1523 FEHB Breakout (Page 2)

```

COMMAND: _____                                NPPS
NAO4960  VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (1 OF 2)
-----

          CSRS                DOLLAR          AGG BASE          DEDUCTIONS
          AMOUNT              SALARY              MADE   NOT MADE

RETIRE TOTAL - EMPL                1023.23          14617.60
RETIRE TOTAL - EMPR                1123.23

WITHHOLDING - ALL CATEGORIES        1023.23          14617.60          6       36
EMPR - ALL CATEGORIES              1023.23
SAL OFFSET REEMPLD ANNUIT          100.00                                5
MILITARY SERVICE DEPOSIT
CIVILIAN SERVICE CREDIT

-----

PF1= HELP    PF3= PREVIOUS    PF5= MAIN MENU    PF12= END SESSION
                           ENTER= NEXT SCREEN
    
```

Voucher Information – SF 2812 Retirement (Page 1)

```

COMMAND: _____ NPPS
NAO4960 VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (2 OF 2)
-----
          DOLLAR      AGG BASE      DEDUCTIONS
          AMOUNT      SALARY      MADE  NOT MADE
FERS
RETIRE TOTAL - EMPL          69.44          2207.62
RETIRE TOTAL - EMPR          329.43
REGULAR - K EMPL             14.80          1850.40          1      37
REGULAR - K EMPR            238.70
MIL RESERVE TECH - N EMPL
MIL RESERVE TECH - N EMPR
SPECIAL - M EMPL              4.64          357.22          1      2
SPECIAL - M EMPR             90.73
SAL OFFSET REEMPLD ANNUIT
MILITARY SEVICE DEPOSIT          50.00          1
TOTAL RETIREMENT            2545.33          9      81
TOTAL EMPLOYEES              101
-----
PF1= HELP      PF3= PREVIOUS      PF5= MAIN MENU      PF12= END SESSION
ENTER= NEXT SCREEN
    
```

Voucher Information – SF 2812 Retirement (Page 2)

```

COMMAND: _____ NPPS
NAO4910 TSP VOUCHER INFORMATION - TSP2
-----
CURRENT AND LATE      G FUND      F FUND      C FUND      TOTAL
EMP DED:
GOV BASIC:
GOV MATCH:
TOTAL:
NEGATIVE ADJ          G FUND      F FUND      C FUND      TOTAL
EMP DED:
GOV BASIC:
GOV MATCH:
TOTAL:
CONTROL TOTAL
-----
PF1 = HELP      PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END_
    
```

Voucher Information - TSP2

DESCRIPTION AND EXECUTION

The Voucher Chain option displays the screens that contain the online voucher information for SF 2812, SF 2812A, OPM 1523 Insurance, and TSP2.

Steps to Reach Voucher Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **1** - Voucher Chain.

4.2.3.2.2 SF 1166 Chain

COMMAND: _____ NPPS
 NAO4100 SF1166 INFORMATION - TAPES

EFT PAYMENTS	ITEM COUNT	AMOUNT
NET PAY	5	7033.87
SAVINGS ALLOTMENTS	7	600.00
TSP LOAN	1	54.95
TOTAL	13	7688.82

NON EFT PAYMENTS	ITEM COUNT	AMOUNT
NAME ONLY - OFFICE CKS		
NAME ONLY - AWARDS CKS		
SALARY CHECKS MAILED	4	3930.38
MISCELLANEOUS CHECKS	16	953.50
TOTAL	20	4883.88

PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END
 ENTER = NEXT SCREEN

SF 1166 Information - Net Pay

COMMAND: _____ NPPS
 NAO4200 SF1166 INFORMATION - FEDERAL RESERVE TAXES

FED TAX WITHHELD	FICA WITHHELD	HIT WITHHELD	COMBINED TOTAL
3574.55	136.87	278.94	3990.36

GOVT FICA	GOVT HIT
136.87	278.94

TOTAL FEDERAL RESERVE DEPOSIT
 4406.17

PF1 = HELP PF3 = PREVIOUS PF5 = MAIN MENU PF12 = END
 ENTER = NEXT SCREEN

SF 1166 Information - Federal Reserve Taxes

```
END OF DATA
COMMAND: _____ NPPS
NAO4500 SF1166 INFORMATION - CFC TOTALS

      CFC ORGANIZATION                                AMOUNT

1989      GULF COAST COMBINED                          1.00
1989 CFC ,HARRISON ,HANCOCK                          6.00

TOTAL AMOUNT                                           7.00
-----
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END
ENTER= NEXT SCREEN
```

SF 1166 Information - CFC Totals

```
END OF DATA
COMMAND: _____ NPPS
NAO4800 SF1166 INFORMATION - SF16BOND

      TOTAL BONDS      DENOMINATION      AMOUNT
      PURCHASED

          1              50              25.00
                   75
          2              100             100.00
                   200
                   500
                   1000

GRAND TOTAL BONDS PURCHASED      GRAND TOTAL AMOUNT
          3                          125.00
-----
PF1= HELP      PF3= PREV SCREEN    PF5= MAIN MENU    PF12= END
ENTER= NEXT SCREEN
```

SF 1166 Information - Bonds

```
END OF DATA
COMMAND: _____ NPPS
NAO4700 SF1166 INFORMATION - UNION DUES
```

UNION NAME	AMOUNT
TEST UNION 1	17.00
TEST UNION 2	4.00
TEST UNION 3	8.00

```
TOTAL AMOUNT 29.00
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
ENTER= NEXT SCREEN
```

SF 1166 Information - Union Dues

```
END OF DATA
COMMAND: _____ NPPS
NAO4930 SF1166 INFORMATION - STATE/LOCAL TAXES
```

STATE/CITY/COUNTY	AMOUNT	GROSS EARNINGS
CALIFORNIA	255.59	9999999999.99
DIST. OF COL	740.25	9999999999.99

```
TOTAL AMOUNT 632.39 9999999999.99
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
ENTER= NEXT SCREEN
```

SF 1166 Information - State/Local Taxes

COMMAND: _____	NPPS
NAO4940	SF1166 INFORMATION - MISCELLANEOUS PAYMENTS
U.S. DEBT	0.00
CHILD SUPPORT	0.00
COMMERCIAL GARNISHMENTS	0.00
BANKRUPTCY	0.00
NEBA	0.00
GRAND TOTAL	0.00

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
ENTER= NEXT SCREEN

SF 1166 Information - Miscellaneous Payments

DESCRIPTION AND EXECUTION

The SF 1166 Chain option displays the screens that contain the online SF 1166 vouchering information.

Steps to Reach SF 1166 Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **2** - SF 1166 Chain.

4.2.3.2.3 Register Totals

COMMAND: _____	NPPS	
NAO1550	PAYROLL REGISTER - QREG	1 OF 3
PAY BLOCK: __ OR SSN: ____	NAME: _____	
***** BASE TO GROSS ***** ***** NET TO GROSS *****		
ADD:	ADD: NET + DED	ADD: NET + DED
BASIC PAY	NET EARN	FEHB
OVERTIME	ADV PAY	FERS
NITE DIF	BANKRUPTCY	FERS MIL
HOL WKD	BONDS	FICA
LUMP SUM	CFC	INDEBT US
UNUS CT PD	CHILD SUPP	HIT
SUN DIF	C GARNISH	MISC
HAZARD	CIV SV CR	NEBA
FOREN-DIF	CITY TAX	STATE TAX
SUPER DIFF	COUNTY TAX	TSP
RET ALLOW	CSRS	TSP LOAN
STAFF DIFF	CSRS MIL	UNION
AUO	FED TAX	VOL ALLOT
LOCAL PAY	FEGLI	SUB TOT

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END

Payroll Register - QREG (Page 1)

COMMAND: _____	NPPS	
NAO1550	PAYROLL REGISTER - QREG	2 OF 3
PAY BLOCK: __ OR SSN: ____	NAME: _____	
***** BASE TO GROSS ***** ***** NET TO GROSS *****		
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT
BASIC ADJ	(-)	(+)
OT ADJ	BILL OF CO	BOND REF
NITE ADJ	CFC	CFC
HOL WKD AD	CITY TAX	CITY TAX
SUN ADJ	CIV SV CR	CIV SV CR
HAZ ADJ	CNTY TAX	CNTY TAX
FIR PR ADJ	COLA	COLA
FOR DF ADJ	CSRS	CSRS
SUP DF ADJ	EIC	EIC
RET AL ADJ	FED TAX	FED TAX
STF DF ADJ	FEGLI	FEGLI
AUO ADJ	FEHB	FEHB
LOCAL ADJ	FERS	FERS
	FICA	FICA

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END

Payroll Register - QREG (Page 2)

COMMAND: _____	NPPS	
NAO1550	PAYROLL REGISTER - QREG	3 OF 3
PAY BLOCK: __ OR SSN: __ _	NAME: _____	-
***** BASE TO GROSS *****	***** NET TO GROSS *****	
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT
	(-)	(+)
	HIT	HIT
	ST TAX	ST TAX
	TSP ADJ	TSP ADJ
	TSP LOAN	TSP LOAN
	UNION DUES	UNION DUES
	ADV PAY	ADV PAY
SUB TOT	SUB TOT	SUB TOT
LESS:S CUT		LESS:
TOT ERN		EIC AMT(+)
		COLA (+)
TOT ERN		TOT ERN

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD	PF9= NAME SEARCH	PF12= END
		PF7= BACKWARD

Payroll Register - QREG (Page 3)

DESCRIPTION AND EXECUTION

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **3** - Register Totals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

CPO Center

When Payroll Register screen is accessed using CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.3.2.4 Accounting Breakouts

COMMAND: _____	NPPS		
NAO4950	ACCOUNTING INFORMATION - ACCTBRK (1 OF 3)		

NET PAY TO EMPLOYEES	00.00	BANKRUPTCY	00.00
FEDERAL INCOME TAX	00.00	BILL FOR COLLECTION	00.00
FICA EMPLOYEES	00.00	MISC DEDUCTIONS	00.00
FICA EMPLOYERS	00.00	STATE TAX	00.00
HIT EMPLOYEES	00.00	COUNTY TAX	00.00
HIT EMPLOYERS	00.00	CITY TAX	00.00
NEBA INSURANCE	00.00	SAVINGS BONDS(REFUND)	00.00
COMBINED FEDERAL CAMP.	00.00	ADVANCED PAY DEDUCTIONS	00.00
UNION DUES	00.00		
CHILD SUPPORT	00.00		
INDEBTEDNESS DUE U.S.	00.00		
COMMERCIAL GARNISHMENTS	00.00		

PF1= HELP	PF3= PREVIOUS	PF5 = MAIN MENU	PF12 = END
ENTER= NEXT SCREEN			

Accounting Information - ACCTBRK (Page 1)

COMMAND: _____	NPPS		
NAO4950	ACCOUNTING INFORMATION - ACCTBRK (2 OF 3)		

TSP (THRIFT SAVINGS PLAN)		FEGLI (EMPLOYEES)	97.86
CSRS	00.00	BASIC	68.66
FERS (EMPLOYEES)	00.00	OPTION A	07.00
FERS GOV'T BASIC	22.07	OPTION B	17.60
FERS GOV'T MATCHING	00.00	OPTION C	04.60
		FEGLI (EMPLOYERS)	34.34
FEHB EMPLOYEES	228.99		
FEHB EMPLOYERS	489.16		
FEHB CASH COLLECTION	00.00		
FEHB SPOUSAL PAYMENT	00.00		

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END

Accounting Information - ACCTBRK (Page 2)

COMMAND: _____	NPPS	
NAO4950	ACCOUNTING INFORMATION - ACCTBRK	(3 OF 3)

CSRS: RETIRE TOTAL - EMPL	1,023.23	
RETIRE TOTAL - EMPR	1,123.23	
SALARY OFFSET REEMPLD ANNUIT		100.00
MILITARY SERVICE DEPOSIT		00.00
CIVILIAN SERVICE CREDIT		00.00
FERS: RETIRE TOTAL - EMPL	69.44	
RETIRE TOTAL - EMPR	329.43	
REGULAR - K EMPL		14.80
REGULAR - K EMPR		238.70
MIL RES TECH - N EMPL		00.00
MIL RES TECH - N EMPR		00.00
SPECIAL - M EMPL		04.64
SPECIAL - M EMPR		90.73
SALARY OFFSET REEMPLD ANNUIT		00.00
MILITARY SERVICE DEPOSIT		50.00
TOTAL RETIREMENT - CSRS/FERS	2,545.33	

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU PF12 = END

Accounting Information - ACCTBRK (Page 3)

DESCRIPTION AND EXECUTION

The Accounting Information (ACCTBRK) template is used to display the accounting information for vouchering purposes.

Steps to Reach Accounting Information (Breakouts)

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main select **4** - Accounting Breakouts

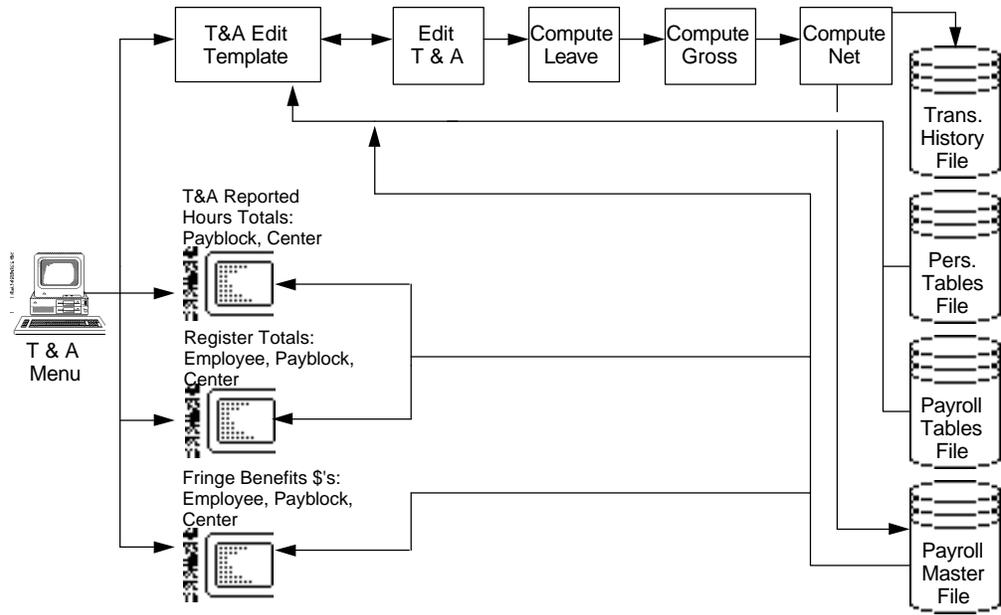


Figure 4.2.2.1-1 T&A Processing

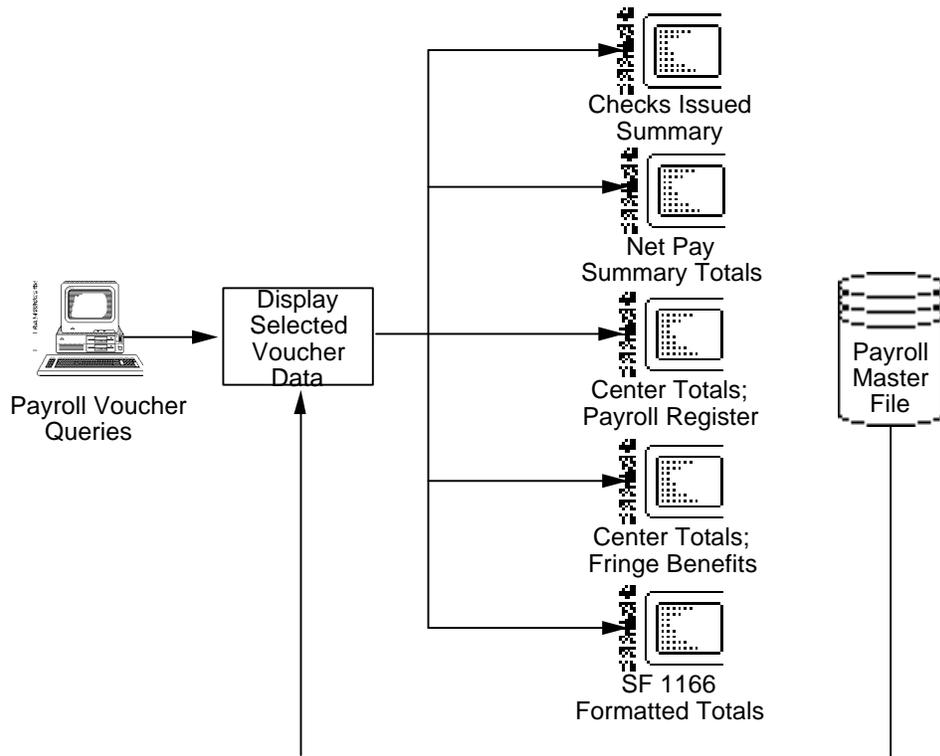


Figure 4.2.2.2-1 Vouchering

4.3.2 Payroll Table Processing

```

COMMAND: _____      N P P S
NAO0000      PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:
                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - TIME & ATTENDANCE

                2 - MER

                3 - TABLE PROCESSING

                4 - VOUCHERING

                5 - NON-PERSONNEL ACTION CASH AWARDS
-----
PF1=  HELP                PF5=  MAIN MENU                PF12=  END

```

Payroll Main Menu (MMPAY)

DESCRIPTION AND EXECUTION

The Payroll table processing operations are accessed through the Payroll Main Menu (MMPAY). Payroll table processing (illustrated in Figure 4.2.3-1, Payroll Tables) enables you to select and modify the payroll tables.

Steps to Reach Table Processing

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.

Throughout the Payroll Table Processing section, special sets of function and PF keys will be available. Though not every function and PF key appears on all screens, the following list is provided so that you may become familiar with them.

Use of Functions

- A=Add Allows you to add a new entry to the table you select.
- B=Browse Allows you to view multiple entries on the same screen.
- C=Change Allows you to change an existing table entry.
- D=Delete Allows you to delete an existing table entry.
- N=Next Allows you to view the next table entry.
- R=Retrieve Allows you to retrieve information on an existing table entry.

Use of PF Keys

Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End.

4.2.4.1 Payroll Tables Menu

```
COMMAND: _____ NPPS
NAO2000 PAYROLL TABLES MENU - PAYTAB
-----
TABLE RELEASE:

ENTER ONE OF THE FOLLOWING SELECTIONS

1 CORE TABLES MAINTENANCE
2 LOCAL TABLES MAINTENANCE

SELECTION: _

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

Payroll Tables Menu (PAYTAB)

DESCRIPTION AND EXECUTION

The Payroll Tables Menu (PAYTAB) is used to maintain payroll tables. This menu offers two selections.

1. Core Tables Maintenance: Select a payroll core table for viewing or updating.
2. Local Tables Maintenance: Select a payroll local table for viewing or updating.

Steps to Reach Payroll Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the payroll Main Menu, select **3** - Table Processing.

4.2.4.1.1 Payroll Core Tables Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2001          PAYROLL CORE TABLES MENU - PAYCORE

TABLE          TABLE          TABLE          TABLE
ID             DESCRIPTION      ID             DESCRIPTION
-----
TBOND          BOND TABLE                   TCASE          ICB AWRDS INST TBL
TEIC           EARNED INCOME CRED           THAZARD        HAZARDOUS CODE TBL
THOLIDAY       PAYPERIOD HOLIDAYS           TICBCAT        TYPE OF AWRD INDIC
TLIFE          LIFE INSURANCE                TLIMIT         MISC. LIMITS
TMAX           GROSS/OT LIMITS              TMLINT         MILITARY DEP. INT.
TNEBA          NEBA LIFE                     TNEBATRV       NEBA TRAVEL INSURA
TPREM          PREMIUM RATES                 TRETIR         RETIREMENT RATES
TSEA           SENIOR EXEC ASSOC            TSTATE         STATE/COUNTRY CODE
TTAX           FEDERAL/STATE TAX

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1= HELP          PF3= PREV SCREEN  PF5= MAIN MENU    PF12= END
    
```

Payroll Core Tables Menu (PAYCORE)

DESCRIPTION AND EXECUTION

The Payroll Core Tables Menu (PAYCORE) is used to select a payroll core table to be viewed or updated. The menu lists both the table ID and description for all payroll tables available. Once a table has been selected from the list, the table ID should be typed in the indicated blank. NPPS then displays the requested table one entry at a time. The table may be viewed one entry at a time, a new entry may be added, an existing entry may be changed, or an existing entry may be deleted. Also, if the browse function is available in the list of screen functions, you may select it to view multiple table entries on single screen.

Steps to Reach Payroll Core Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.
3. At the Payroll Tables Menu, select **1** - Core Tables Maintenance.
4. At the Payroll Tables Menu, enter the name of the table you want to view or update.

4.2.4.1.2 Payroll Local Tables Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2002          PAYROLL LOCAL TABLES MENU - PAYLOCAL

TABLE          TABLE          TABLE          TABLE
  ID          DESCRIPTION          ID          DESCRIPTION
-----
TCFC          COMBINED FEDERAL          TEMPRID          STATE EMPLOYER ID
TFIN          FINANCIAL INSTITUT          TUNION          EMPLOYEE UNION

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU    PF12= END
    
```

Payroll Local Tables Menu (PAYLOCAL)

DESCRIPTION AND EXECUTION

The Payroll Local Tables Menu (PAYLOCAL) is used to select a payroll local table to be viewed or updated. The menu lists both the table ID and description for all payroll tables available. Once a table has been selected from the list, the table ID should be typed in the indicated blank. NPPS then displays the requested table one entry at a time. The table may be viewed one entry at a time, a new entry may be added, an existing entry may be changed, or an existing entry may be deleted. Also, if the browse function is available in the list of screen functions, you may select it to view multiple table entries on single screen.

Steps to Reach Payroll Local Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.
3. At the Payroll Tables Menu, select **2** - Local Tables Maintenance.
4. At the Payroll Tables Menu, enter the name of the table you want to view or update.

USER INPUT

There are two types of payroll tables; Core tables and Local tables. The Core tables are developed and maintained centrally by the NPPS Development Team. The Local tables are populated and maintained locally by each receiving installation. The following is a list of all the local tables.

TCFC	Combined Federal Campaign	NPPS uses this table to establish legal CFC organizations and address information for those organizations.
TFIN	Financial Institutions	NPPS uses this table to establish the identification and address data for employee net pay dispositions and allotments for electronic funds transfers and checks sent to financial institutions.
TUNION	Union Code	NPPS uses this table to establish the current active unions for the installation.
TEMPRID	State Employer ID	NPPS uses this table to print the employers ID associated with a state code on an employee's W-2 (Core Report 418).

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

The following is a four-screen example of the table maintenance process. The first screen shows the selection of the State/Country code using the ID TSTATE.

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2001          PAYROLL CORE TABLES MENU - PAYCORE

TABLE          TABLE          TABLE          TABLE
ID            DESCRIPTION      ID            DESCRIPTION
-----
TBOND         BOND TABLE                 TCASE         ICB AWRDS INST TBL
TEIC          EARNED INCOME CRED          THAZARD       HAZARDOUS CODE TBL
THOLIDAY      PAYPERIOD HOLIDAYS          TICBCAT       TYPE OF AWRD INDIC
TLIFE         LIFE INSURANCE              TLIMIT        MISC. LIMITS
TMAX          GROSS/OT LIMITS            TMILINT       MILITARY DEP. INT.
TNEBA         NEBA LIFE                   TNEBATRV      NEBA TRAVEL INSURA
TPREM         PREMIUM RATES               TRETIR        RETIREMENT RATES
TSEA         SENIOR EXEC ASSOC          TSTATE        STATE/COUNTRY CODE
TTAX          FEDERAL/STATE TAX

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==>  _TSTATE_

-----
PF1= HELP          PF3= PREV SCREEN  PF5= MAIN MENU    PF12= END
    
```

Payroll Tables Menu with TSTATE

The next screen shows the first entry for this table. Notice that the function has been changed to "B" for Browse.

```

COMMAND: _____ NPPS
NAO2060          STATE/COUNTRY CODE TABLE - TSTATE          2
-----

FUNCTION: B

STATE/COUNTRY CODE:  AK_

STATE/COUNTRY NAME:  ALASKA_____

-----
FUNCTIONS:  A= ADD   B= BROWSE  C= CHANGE  D= DELETE  N= NEXT  R= RETRIEVE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
    
```

State/Country Code

The third screen shows the use of the browse function to display a list of multiple table entries. Notice that the table entry "California" has been marked with an "X" to indicate it is the record to be changed.

```

* TO CHANGE A RECORD, PLACE AN 'X' ON THAT LINE AND HIT ENTER
COMMAND: _____ NPPS
NAO2060B STATE/COUNTRY TABLE BROWSE
-----

BEGINNING STATE/COUNTRY CODE: CA_

SEL STATE/COUNTRY STATE/COUNTRY NAME
CODE
- AK ALASKA
- AL ALABAMA
- AR ARKANSAS
- AZ ARIZONA
X CA CALIFORNIA
-----

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
PF8= FORWARD PF12= END
    
```

Browse State/Country Code

The final screen displays the "California" entry for the State/Country Code table. In addition, NPPS automatically set the function to "C" for Change.

```

COMMAND: _____ NPPS
NAO2060 STATE/COUNTRY CODE TABLE - TSTATE
-----

FUNCTION: C

STATE/COUNTRY CODE: CA_

STATE/COUNTRY NAME: CALIFORNIA_____
-----

FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
    
```

Change State/Country Name

4.3.3 Non-personnel Action Cash Awards Processing

```
COMMAND: _____ N P P S
NAO7000 NON-PERSONNEL ACTION CASH AWARDS MAIN MENU - CASHMENU
-----
ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - CASH AWARDS
2 - MASS CASH AWARDS
3 - CASH AWARDS QUERY

-----
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
```

Non-personnel Action Cash Awards Main Menu (CASHMENU)

DESCRIPTION AND EXECUTION

The non-personnel action cash awards processing operations are accessed through the Payroll Main Menu (MMPAY). This cash awards processing enables you to enter and adjust non-personnel action cash award payment transactions for NASA employees and non-NASA government and non-government employees in the current pay period.

Steps to Reach Non-personnel Action Cash Awards Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.

4.2.5.1 Cash Awards Processing

```

COMMAND: _____ NPPS
NAO7110          NON-PERSONNEL ACTION CASH AWARDS - CASHPAY
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME      I  SUF
      _____  _____  _____  _____      _____      -  ____
              R
AWARD PAYMENT DATE: _____ AWARD TYPE: _ PR NO: _ _____
CASE NO: _ _____ ICB CATEGORY: _ GROSS AMOUNT: _____
ADJUSTED AMT:
GOV/NON: _ STATE TAX CD: _ CITY TAX CD: _ OASDI: _ HIT: _
(G OR N) (Y OR BLANK)
ADDRESS: _____
CITY: _____ STATE/COUNTRY: _ ZIP: _ - _
DUTY STATUS: INSTALLATION:
-----
FUNCTIONS:  A= ADD      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU      PF12= END
    
```

Non-personnel Action Cash Awards (CASHPAY)

DESCRIPTION AND EXECUTION

The Non-personnel Action Cash Awards (CASHPAY) template is used to add, retrieve, and change name, address, and awards payment information for a non-personnel action award.

Steps to Reach Non-personnel Action Cash Awards

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **1** - Cash Awards.

If you know the award recipient is on the payroll master file or has already received an award through the Non-personnel Action Cash Awards process, you only have to enter the Award Payment Date, Award Type, Case No, and ICB Category. The rest of the data on the screen will be loaded automatically. When you retrieve by SSN only, Award Payment Date will always be pre-loaded along with the display of name and address.

NPPS calculates federal, state, and city tax as well as FICA, HIT, and the net amount appropriately when you enter Gov/Non, State Tax Cd, City Cd, OASDI, and HIT fields. NPPS will update earnings and deductions accumulations for employees at your installation when you add or change a non-personnel action cash award.

4.2.5.2 Mass Cash Awards Processing

```

COMMAND: _____ NPPS
NAO7120 NON-PERSONNEL ACTION MASS CASH AWARDS - MASSCASH 1 OF 10
-----
      SSN          FUNCTION          LAST NAME          FIRST NAME          I   SUF
      _____          R          _____          _____          -
AWARD PAY DATE:          FROM _____ TO _____
-----
      ACT   PAY DATE   TYPE   ICB CAT   PR #   CASE #   AMOUNT
      -
      -
      -
      -
      -
      -
      -
      -
      -
      -
-----
FUNCTIONS:  C= CHANGE          N= NAME SEARCH          R= RETRIEVE
            ACT:  X= CANCEL    M= MODIFY                PF1= HELP
            PF3= PREV SCREEN  PF5= MAIN MENU          PF7= BACKWARD  PF8= FORWARD  PF12= END
    
```

Non-personnel Action Mass Cash Awards (MASSCASH)

DESCRIPTION AND EXECUTION

The Non-personnel Action Mass Cash Awards (MASSCASH) template is used to display up to 100 awards at a time for a specified individual. It also provides the capability to cancel or navigate to the Non-personnel Action Cash Awards (CASHPAY) template for update on any selected award. Only one award will be processed at a time depending on the action selected (i.e., either entering **X** in the Act field to cancel or **M** to modify an award). When "M" is entered in the Act field, you will be taken to the CASHPAY template where the update process is performed.

Steps to Reach Non-personnel Action Mass Cash Awards

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **2** - Mass Cash Awards.

4.2.5.3 Cash Awards Query

```

COMMAND: _____ NPPS
NAO7130      NON-PERSONNEL ACTION CASH AWARDS REGISTER - QCASH
-----
                GROSS      FED      STATE      CITY      FICA      HIT      AWD CNT

NON-ICB:

ICB AWDS:
T
P
M
R

TOTAL:

GRAND
TOTAL:
-----

PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
    
```

Non-personnel Action Cash Awards Register (QCASH)

DESCRIPTION AND EXECUTION

The Non-personnel Action Cash Awards Register (QCASH) template is used to display the totals and grand totals of awards and dollar amounts for NASA, non-NASA government, and non-government employees effective for the current pay period.

Steps to Reach Non-personnel Action Cash Awards Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **3** - Cash Awards Query.

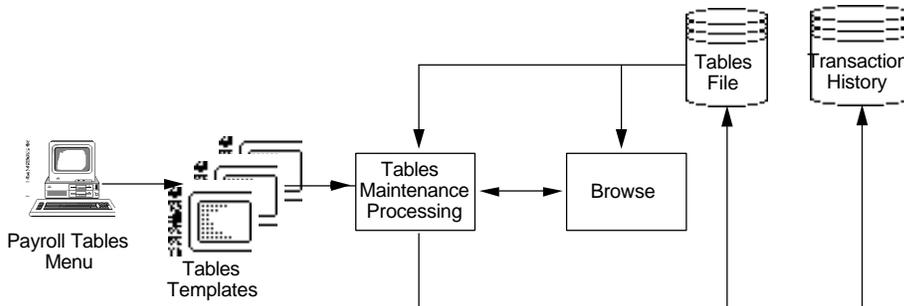


Figure 4.2.3-1 Payroll Tables

4.3 Application Administration

The Application Administration function for NPPS includes five operations.

- Security Maintenance
- Command and Relational Table Maintenance
- Processing Controls
- Help Maintenance
- Ad Hoc Reporting (SUPER NATURAL)

Some of these operations are accessed through the Application Administration subsystem of NPPS (e.g., security maintenance, command and relational table maintenance, and processing controls). Help maintenance as an operation may be performed from any help screen in the entire NPPS help facility. Ad Hoc Reporting using SUPER NATURAL may be accessed only from the NPPS Main Menu.

The professionals who perform these operations are referred to as Application Administrators. Some have expertise in personnel; others have expertise in payroll. Typically, Application Administrators are responsible, directly or indirectly, for inputting data into NPPS to maintain current employee records and extract data from NPPS for batch reporting and/or payroll purposes. Application Administrators perform the five previously listed vital functions which create a link between their functions as users of NPPS and the system operators and database administrators.

4.3.4 Application Administration Menu

```

COMMAND: _____ N P P S
NPO0100 _____ APPLICATION ADMINISTRATION - ADMMENU
-----
                CENTER ID:          NPPS VERSION:

                ENTER ONE OF THE FOLLOWING SELECTIONS:

                                1 - SECURITY MAINTENANCE
                                2 - MAINTENANCE UTILITIES
                                3 - PROCESSING CONTROLS
                                4 - JOB SCHEDULER

                SELECTION  _

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

```

Application Administration (ADMMENU)

DESCRIPTION AND EXECUTION

The Application Administration (ADMMENU) menu is used to select one of the four operations required to administer NPPS. These tasks are performed by select personnel and payroll professionals at each installation and at the CPO level.

This section of the UOG describes Security Maintenance (option 1) and Processing Controls (option 3). Most of Maintenance Utilities (option 2) discusses batch job maintenance, which is described in Section 5.0, Batch User Capability. However, the portion of Maintenance Utilities which enables you to view and update the command and relational tables is described in this section. Job Scheduler (option 4) enables you to schedule a batch job which has been predefined by the batch job maintenance utilities. Batch job scheduling is also described in Section 5.0.

Step to Reach Application Administration

1. At the Main Menu, select **3** - Application Administration.

Throughout the Application Administration subsystem, special sets of function and PF keys will be available to you. These functions and PF keys will be defined in each operation. Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

4.3.1.1 Security Maintenance

```

COMMAND: _____ NPPS SECURITY MAINTENANCE
NPO1000                SECURE
-----

NPPS USERID: _____ FUNCTION: _

NAME: _____ SSN: _ _ _

INSTALLATION:

INSTALLATION NAME:

-----

FUNCTIONS:  A= ADD      C= CHANGE    R= REVIEW    D= DELETE
PF1= HELP   PF2= RESET PASSWORD  PF3= PREV SCREEN  PF5= MAIN MENU
PF9= COPY SECURITY  PF12= END
    
```

Security Maintenance (SECURE)

DESCRIPTION AND EXECUTION

The Security Maintenance (SECURE) template is used by the Security Administrator to set up and maintain the NPPS security profiles for all individuals who use NPPS, as illustrated in Figure 4.3.1.1-1. A Payroll Administrator establishes and maintains security profiles for members of payroll; a Personnel Administrator establishes and maintains security profiles for members of personnel. The NPPS Master Administrator establishes and maintains security profiles for other Security Administrators. Your security profile tells NPPS which subsystems you may access and what tasks you are authorized to perform. You may enter the security section and view only your own security profile without special Security Administrator permissions.

The Consolidated Payroll Office (CPO) Security Administrator maintains the security profiles to process Payroll for each Center. A security profile set up by the CPO User is automatically copied to access to all NASA Centers listed in NPPS Core Table TINSTAL1. CPO User security profile cannot differ between Centers.

Steps to Reach Security Maintenance

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **1** - Security Maintenance

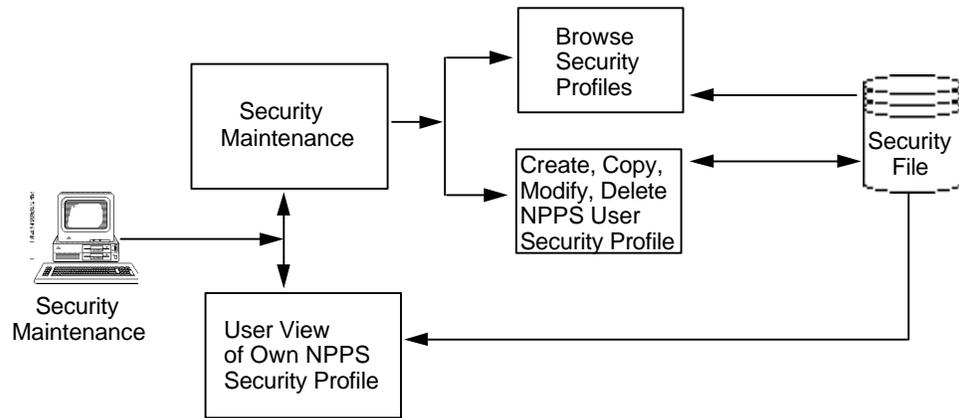


Figure 4.3.1.1-1 Security Maintenance

Use of Functions

- A=Add** Allows a Security Administrator to add a new profile.
- C=Change** Allows a Security Administrator to change an existing profile.
- R=Review** Allows a Security Administrator to view an existing profile. This function also allows any individual to view his/her own profile.
- D=Delete** Allows a Security Administrator to delete an unwanted profile, such as a separated employee.
- L=List** Allows a Security Administrator to list the name, SSN, and user-id for each of the security profiles the administrator may maintain. This function is only available from the Security Administrator Permissions template.

Use of PF Keys

PF2=Reset Password - Enables a Security Administrator viewing the Security Maintenance template to reset a user's password.

PF4=Securfun - Allows a Security Administrator viewing the Security Profiles listing to proceed to the Functional Security Permissions template rather than return to the Security Administrator Permissions template.

PF9=Copy Security - Enables a Security Administrator viewing the Security Maintenance template to copy an existing profile, creating two identical profiles for two different system users. PF9 (Copy Security) causes NPPS to display the Security Copy template. The Security Administrator may then enter the name of the user-id for the original profile, and the user-id, name, and SSN for the user to receive the second and identical profile.

When signed-on as a CPO User, a PF9 will copy a security profile to another CPO User only if the new User's USER-ID begins with the specific CPO-ID.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

In order to add, review, change, or copy a profile, you must access and utilize multiple security maintenance templates. Following are the names and descriptions of the six security templates.

Security Menu	Allows the entry of the user-id whose profile is to be added or modified according to the function specified.
Security Copy	Allows a Security Administrator to copy an existing profile, creating two identical profiles for two different system users.
Security Administrator	Allows the review, creation, or maintenance of a Security Administrator profile.
Permissions	Allows a Security Administrator to view a listing of the names and user-ids of the profiles the administrator may maintain. This listing may only be requested of the Security Administrator Permissions template.
Security Functional Level	Allows the review and maintenance of functional level authorizations for a specified profile.
Security Detail Permission	Allows the review and maintenance of detail level authorizations for a specified profile.

The following screen displays a request to review a profile. In this example, the individual who is assigned this profile is a Security Administrator. Therefore, the Security Administrator Permissions template may be viewed.

```

COMMAND: _____ NPPS SECURITY MAINTENANCE
NPO1000                SECURE
-----

NPPS USERID: _____ FUNCTION: _

NAME: _____ SSN: _ _ _

INSTALLATION:

INSTALLATION NAME:

-----

FUNCTIONS:  A= ADD      C= CHANGE    R= REVIEW    D= DELETE
PF1= HELP   PF2= RESET PASSWORD PF3= PREV SCREEN PF5= MAIN MENU
PF9= COPY SECURITY PF12= END
    
```

Security Maintenance (SECURE)

Establishing a given security profile requires entries on one or more of the three types of Security Permission templates: (1) Functional Security Permissions, (2) Detail Level Permissions, and (3) Administrator Permissions.

- Functional** Every profile must have entries on the Functional Security Permissions template. This is the screen that designates Permissions for the major NPPS processes; master employee record updates, personnel actions, etc.
- Detail** A given security profile may require entries on one or more Level Detail Level Permission template(s). The major processes Permissions which are subdivided into detail levels of permission are identified by a "D" to the right of the function name. For example, both Personnel and Payroll Table Maintenance display a "D" meaning that a given profile may have permission to review and/or update certain tables, but have no access to other tables.
- Administrator** If the security profile is that of a System Administrator, the Permissions profile must also include entries on the Administrator Permissions template.

Throughout the security permission templates, three codes are used to designate the level of permission for a given function: Blank = No Access, R = Review and U = Update.

- Blank User may not view any part of the function.
- Review User may view all portions of the function, but may not change any data.
- Update User may view all portions of the function and update data.

In addition, the code "X" is used to assign individual authority at a template level within a selected functional area. The "X" may be entered for only those functions designated by "D." Detail permission means the individual may view and/or update specific items within the function.

The next few pages illustrate an example security profile. This illustration is provided to further clarify the major three types of templates that may compose a Security Profile.

```
COMMAND: _____ NPPS SECURITY
NP01100 _____ ADMINISTRATOR PERMISSIONS - SECURADM
-----
NPPS USERID: NPSNEW__ FUNCTION: R NAME: KATE JOHNSON SSN: 444 44 4444

          PAYROLL      PERSONNEL      APPLICATIONS

          U              -              -

-----
FUNCTIONS:  C= CHANGE  R= REVIEW  L= LIST(ADMINISTRATOR ONLY)
PERMISSIONS: U= UPDATE  R= REVIEW  BLANK= NO ACCESS
PF1= HELP          PF3= PREV SCREEN  PF5= MAIN MENU    PF12= END
```

Security Administrator Permissions (SECURADM)

On the Security Administrator Permissions (SECURADM) template, the code "U" (Update) in one or more of the three categories of administrator (payroll, personnel, and applications) identifies this profile as a Security Administrator. This means that the individual may add or update other profiles within the same center as the administrator himself. The code "R" (Review) means that the individual may review, but not add or update profiles for other individuals within the same center. If all three categories are left blank when the profile is added, the individual will not be able to update any profiles and he/she will only be able to view his/her own profile. After the profile is added, this template will only be

displayed if it has not been left blank, i.e., if one or more of the categories contains a "U" (Update) or "R" (Review).

To see all NPPS user-ids, enter code L. The user must have administrator status to view this list.

```

COMMAND: _____ NPPS SECURITY
NPO1110 SECURITY PROFILES-SECU RLIST
----- INSTALLATION 9999 -----
      SSN          NAME          USERID          PAYROLL          PERSONNEL          APPLICATIONS
111-11-1111 DAVE          DAVID
222-22-2222 DAVID          NPS1090          Y          Y          Y
333-33-3333 SAM JONES      SAM
444-44-4444 TOM WILSON     TOM

PF1= HELP          PF3= PREV SCREEN  PF4= SECU RFUN    PF5= MAIN MENU
PF7= BACKWARD      PF8= FORWARD     PF12= END
    
```

Password List

```

COMMAND: _____ NPPS SECURITY
NPO1300 FUNCTIONAL SECURITY PERMISSIONS - SECU RFUN
-----
NPPS PASSWORD: _____ FUNCTION: R NAME: _____ SSN: _____
--- PAYROLL ----- LEVEL --- PERSONNEL ----- LEVEL ----- APPLICATIONS -- LEVEL --
PAYBLOCK ACCESS          PERSONNEL ACTIONS    U D    HELP MAINTENANCE    U
          PLANNING ACTIONS    U    RELATIONAL TABLES    U D
Y Y Y Y Y Y Y Y Y Y    MATURE PROCESS      U    PAYROLL CONTROLS    U
1 2 3 4 5 6 7 8 9 10    SF-50 PROCESS        U    PERSONNEL CONTROLS  U
(BLANK = NONE, Y = YES) TABLES MAINTENANCE  U D    NPPS COMMAND MAINT  U
          ACI PROCESS          U    EXTERNAL COMMANDS   U D
TIME AND ATTENDANCE     U D    MASS ACTIONS         X D    BATCH JOB MAINT      U
MASTER EMPLOYEE REC    U D    SERVICE RECORD        U    BATCH JOB SCHEDULE   7
VOUCHERING              U    PERSONNEL HISTORY     U    BATCH JOB CATEGORY   3
TABLES MAINTENANCE      U D
CASH AWARDS             U D
          SUBMIT STARTUP        7
          SF52 DATA ACCESS     Y D
          ERROR BYPASS          U

FUNCTIONS: C= CHANGE    R= REVIEW
PERMISSIONS: U= UPDATE  R= REVIEW    X= DETAIL    BLANK= NO ACCESS
PF1= HELP    PF3= PREV SCREEN  PF4= SELECT DETAIL  PF5= MAIN MENU  PF12= END
    
```

Functional Security Permissions (SECU RFUN)

All profiles must have one or more entries on the Functional Security Permissions (SECU RFUN) template. The functions are divided into three categories: payroll, personnel, and applications. Typically, payroll clerks will have permission to access functions in only the payroll column and personnel clerks will have permission to access functions in only the personnel column. Supervisors will typically have permission to access functions in two or more columns.

Payroll functions include 10 payblocks and 5 major functions of which 4 possess detail levels of permission. Access to a payblock is indicated by "Y" for yes; blank means no access. Global access to one or more of the 5 major functions

is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 9 personnel functions. Global access to one or more of the 9 major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Three of the 9 major functions have accompanying detail levels of permission. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 13 application functions. Each will be explained individually as they are unique to the NPPS application and therefore assumed to be unfamiliar to even the most experienced personnel or payroll professional.

APPLICATION FUNCTIONS

FUNCTION	EXPLANATION
Help Maintenance	<p>This function enables authorized individuals at your installation to customize the help screens.</p> <p>The code "U" Update enables the individuals with this profile to add and update help screens. Since all individuals may view the accompanying help screens for all menus and templates which they are allowed to access, the "R" (Review) for review is not necessary and this function may be left blank unless update capability is required.</p>
Relational Tables	<p>Relational Tables Update enables authorized individuals to establish special edit parameters for personnel.</p> <p>Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the Relational Edit Tables. Detail level access to specific tables may be defined by entering X in the corresponding blank. This enables the individuals to update and/or review only selected tables. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.</p>
Payroll Controls	<p>This function enables authorized individuals to update the payroll control data such as Personnel Mature Lock, Default Payblock for Accessions, and other information used in determining how and when to perform certain payroll processing.</p> <p>The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.</p>

FUNCTION	EXPLANATION
Personnel Controls	<p>This function enables authorized individuals to update the personnel data such as Human Resources Office ID, Mail Code and Organization, as well as other information used in determining report cut-off dates, trigger periodic reports, and trigger on-request reports.</p> <p>The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.</p>
NPPS Command	<p>This function enables authorized individuals to define new Maintenance commands or template IDs for use within the NPPS application.</p> <p>The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>
External Commands	<p>This function enables authorized individuals to define new commands for use with installation-unique user interface systems.</p> <p>Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the External Commands. Detail level access may be defined by entering X in the corresponding blank. This enables the individuals to update and/or review only selected External Commands. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>
Batch Maintenance	<p>This function enables authorized individuals to create new batch jobs and update existing batch jobs.</p> <p>Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the functions which compose Batch Job Maintenance.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>

FUNCTION	EXPLANATION
Batch Job Schedule	<p>This function enables an authorized individual to schedule and evaluate the status of batch jobs. Access to this function is indicated by an "R" or the numbers 1 - 7. The "R" permission enables an authorized individual to view the list of batch jobs and the status of scheduled jobs, but not actually schedule a job. A numeric code will allow the user to schedule a job and alter the status of a scheduled job. The description of each numeric code is as follows.</p> <p>Code 1 Schedule Payroll jobs only Code 2 Schedule Personnel jobs only Code 3 Schedule Other jobs only Code 4 Schedule Payroll and Personnel jobs Code 5 Schedule Payroll and Other jobs Code 6 Schedule Personnel and Other jobs Code 7 Schedule any job R Review all jobs Blank No access</p>
Batch Job Category	<p>This function defines the type of batch jobs an individual may schedule, providing the individual has update (U) authority for Batch Job Schedule.</p> <p>There are three codes which represent the three batch job categories: 1 = Schedule process jobs only, 2 = schedule report jobs only, and 3 = schedule both process and report jobs.</p>
Installation Table	<p>This function enables authorized individuals to update the information for his/her own installation, such as installation name and location, NEBA check name and location, Federal Reserve Bank Name and location, and TSP contact name and phone number.</p> <p>Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the information regarding his/her installation.</p>

FUNCTION	EXPLANATION
Submit Startup	<p>This enables an authorized individual to pass the startup job to the Job Entry Subsystem (JES) for execution. This job checks the Batch Job Scheduler for jobs waiting to be executed and passes them one by one to JES. Startup will only pass jobs to JES that match the user's submit startup code. The description of the startup codes is as follows.</p> <p>Code 1 Startup Payroll jobs only Code 2 Startup Personnel jobs only Code 3 Startup Other jobs only Code 4 Startup Payroll and Personnel jobs Code 5 Startup Payroll and Other jobs Code 6 Startup Personnel and Other jobs Code 7 Startup any job Blank No access</p>
SF52 Data Access	<p>This option is only available for those who have first been given access to Update or Review SF52 Personnel Action Processing (PERACT52). This access is granted through Personnel Actions Detailed Permission Level (SECURFUN).</p> <p>This function limits an authorized individual's access to SF52 Personnel Data based on Organization: Assigned or Organization: Located.</p> <p>"Blank" indicates there is no limitation and all SF52 Personnel Action Data can be accessed.</p> <p>A code of "Y" is used to limit access to data to those Organization Codes listed on SF52 Data Access Detailed Permission Level screen</p>
Error Bypass	<p>This function enables an authorized individual to bypass the single and relational edits checks which are built into the personnel actions processing. This means that an action may be placed on the suspense file, and even matured, without passing the edit checks.</p> <p>The only (non-blank) code for this function is "U" (Update) which authorizes an individual to bypass the built-in edit checks while processing a personnel action.</p>

The following screen represents a Detail Level Permissions template. This level is composed of 11 templates, each representing 1 of the 11 functional security items followed by "D" on the Functional Security Permissions template. A profile will have one or more entries on these templates if one or more of the functional security items is marked with "X." Typically, a single profile will have detailed level permissions for only one or two functional security items depending on the job requirements.

```

* EXAMPLE SECURITY CHANGED. RETURN TO MAIN MENU TO INITIALIZE

COMMAND: _____          NPPS SECURITY
NPO1320          DETAIL LEVEL PERMISSIONS - SECURTAB
-----
NPPS USERID:      NPSNEW      FUNCTION: R  NAME: KATE JOHNSON  SSN: 300 33 44
PAYCORE  U  PAYLOCAL  U  PAYTAB    R  TBOND      R  TCASE      R  TCFC  U
TEIC     U  TEMPRID   U  TFIN     U  THAZARD   U  THOLIDAY  R
TICBCAT  U  TLIFE     U  TLIMIT   U  TMAX      U  TMLINT    U  TNEBA  U
TNEBATRV U  TPREM     U  TRETIR   R  TSEA      U  TSTATE    U  TTAX   U
TUNION   U
-
-
-
-
-
-
-
-----
FUNCTIONS:      C= CHANGE      R= REVIEW
PERMISSIONS:    R= REVIEW      U= UPDATE      BLANK= NO ACCESS
PF1= HELP      PF3= PREV SCREEN  PF7= BACKWARD  PF8= FORWARD  PF12= END
    
```

Detail Level Permissions (SECURTAB)

This specific Detail Level Permissions (SECURTAB) template is for the Payroll Tables Maintenance function. It lists the 24 individual payroll tables by their abbreviated title. To the right of each abbreviated table name is a blank which is used to indicate the access authority for that particular table. Table names followed by "U" (Update) may be viewed and the data they contain may be updated. Table names followed by "R" may be viewed only. Table names followed by a blank may not be viewed. All detail level permissions are granted in the same manner. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

Steps to Review a Profile

1. At Security Maintenance, type the user-id of the profile to be reviewed.
1. Type **R** in the Function space.
3. Press **ENTER** to view the name, SSN, and installation of the profile.
4. Press **ENTER** to proceed to the Security Administrator Permissions template if you are reviewing the profile of a Security Administrator. If you are not reviewing the profile of a Security Administrator, you will proceed directly to the Functional Security Permissions template.

5. Place your cursor on any entry to the left of a "D" and press **PF4** (Select Detail) to view the detail level permission for the specified function.
6. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Steps to Add a New Profile

1. At Security Maintenance, type the user-id, name, and SSN of the new profile.
2. Type A in the Function space and press **ENTER** to begin the Add process.
3. Type the temporary password (twice for verification) to be assigned to the user and press **ENTER** to begin the Add process.
4. Press **ENTER** again to proceed to the Security Administrator Permissions template.
5. Enter the permission levels required on the Security Administrator Permissions template and press **ENTER** to proceed to the Functional Security Permissions template.
6. Enter the permission levels required on the Functional Security Permissions template by entering U for update capability, R for review only capability, and "blank" for no access.

The functions which are followed by "D" have detail level authorizations. For example, both personnel and payroll tables maintenance functions have detail level authorizations; an individual may be allowed to update some tables, view others, and may not have any access at all to the remaining tables. If an individual is given global authority at the functional level for an item with detail level authorizations, this individual will have the same permission for all the detail level authorizations ("U" for update in the functional level space for personnel or payroll tables maintenance means that the individual using this profile may update all the tables).

To assign detail level authorizations for a given function enter X in the space to the right of the function and press **ENTER**. The cursor will move to the next line automatically.

Return the cursor to the "D" for the function and press **PF4** to view the detail level authorizations. Continue to define the profile by placing U or R in the appropriate detail authorizations fields and leave the remainder of the fields blank.

7. To grant update authorization for one or more payblocks, enter Y in the payblocks of your choice (NPPS will not accept "U" or "R" for these functions).

8. Batch Job Category refers to the authorization for scheduling various jobs. A "1" indicates the individual using this profile may schedule process batch jobs only. A "2" indicates authorization to schedule report batch jobs only, and a "3" indicates authorization to schedule both process and report batch jobs.
9. Press **ENTER** to complete the add process for the new profile. You will receive a message confirming your successful addition of this profile. Press **PF3** (Previous Screen) to view the Functional Security Permissions for the new profile.
10. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Note: The steps to changing an existing profile are almost identical to adding a new profile. The Function changes to "C," and you need only make changes on the selected templates.

Steps to Copy a Profile

1. At Security Maintenance, press **PF9** (Copy Security) to proceed to the Security Copy template.
2. Type the user-id of the original profile and the user-id, name, and SSN of the user to receive the second and identical profile and press **ENTER**.
3. Type the temporary password (twice for verification) to be assigned to the user.
4. Press **ENTER** to complete the process of copying a profile. You will then see a message which confirms you have successfully completed the profile copy process.
5. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Steps to Delete a Profile

1. At Security Maintenance, type the user-id of the profile to be deleted.
2. Type D in the Function space.
3. Press **ENTER** to view the name and SSN for the profile to be deleted.
4. Press **ENTER** again to view a message asking you to confirm your request to delete this profile by pressing **PF11**.
5. Press **PF11** and view a message which confirms the profile has been deleted.

Steps to Define Data Access Restrictions

Data access restrictions are only in effect during SF52 Personnel Action processing. Authorization to access an employee's personnel record is determined by Organization: Assigned or Organization: Located listed on SF52 Data Access Restrictions screen.

1. At the Functional Security Permissions template, enter a **Y** for SF52 Data Access located under the Applications column.
2. Press **PF4** to set the detail level authorizations (refer to the following screen). Three levels of restrictions may be defined.

Specific/Level - Only personnel records with organization codes or levels matching the codes entered at this level may be accessed. Up to 10 individual organization codes/levels may be listed. When specifying levels, up to five organization levels may be listed; however, each lower level organization code must be preceded by its corresponding higher level organization code.

Range - Only personnel records with organization codes falling alphabetically between the codes entered at this level may be accessed. Both the "to" and "from" organization codes must be listed.

3. To remove restrictions, enter a "blank" for SF52 Data Access.

```

COMMAND: _____          NPPS SECURITY
NPO1330          SF 52 DATA ACCESS RESTRICTIONS
-----
NPPS USERID  :          FUNCTION: _  NAME:          SSN:

ACCESS PERMISSIONS          ORGANIZATION ASSIGNED CODES
-----
SPECIFIC/LEVEL              _____
                              _____

RANGE                       _____ - _____

ACCESS PERMISSIONS          ORGANIZATION LOCATED CODES
-----
SPECIFIC/LEVEL              _____
                              _____

RANGE                       _____ - _____
-----
FUNCTIONS:  C= CHANGE      R= REVIEW
PF1= HELP          PF3= PREV SCREEN          PF12= END
    
```

SF 52 Data Access Restrictions

4.3.1.2 Command and Relational Table Maintenance Menu

```
COMMAND: _____      N P P S
NPO2000      MAINTENANCE UTILITIES --MAINTUTL
-----
ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - COMMAND TABLE
2 - BATCH JOB MAINTENANCE
3 - RELATIONAL TABLES

SELECTION  _

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

Maintenance Utilities (MAINTUTL)

DESCRIPTION AND EXECUTION

The Maintenance Utilities (MAINTUTL) menu enables you to select command table maintenance, batch job maintenance, or relational tables maintenance, as illustrated in Figure 4.3.1.2-1, Utilities. The Batch Job Maintenance option is not described in this section, since it is fully explained in Section 5.0.

- 1 Command Table: Enables authorized individuals to define new commands or template ID.
- 3 Relational Tables: Enables authorized individuals to establish special edit parameters for personnel.

Steps to Reach Maintenance Utilities

1. At the Main menu, select **3** - Application Administration.
- 2. At the Applications Administration Menu, select 2 - Maintenance Utilities.**

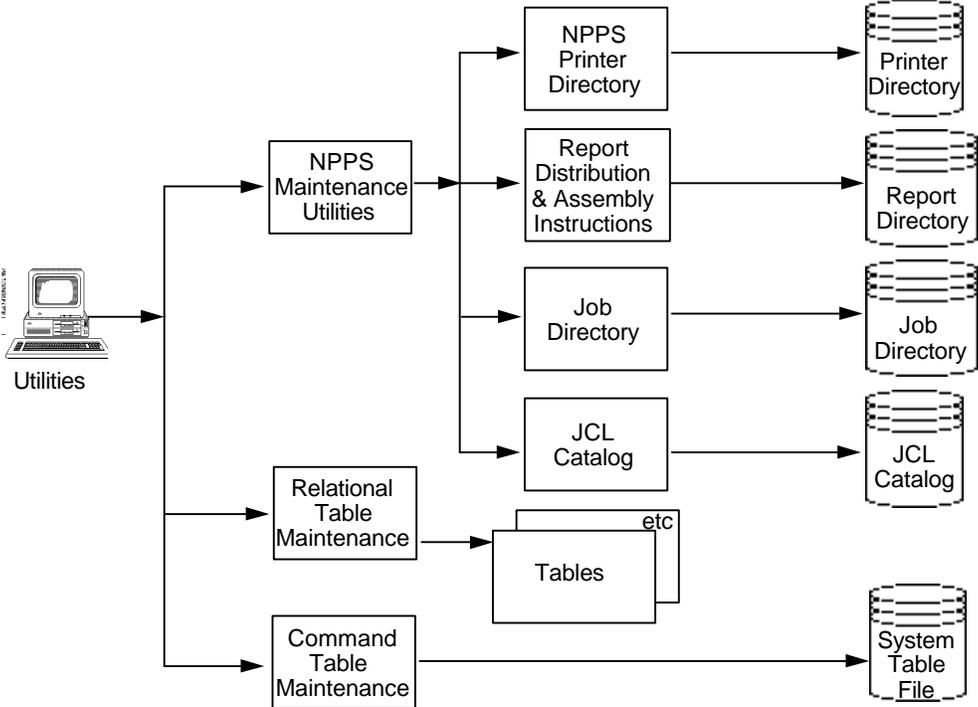


Figure 4.3.1.2-1 Utilities

4.3.1.2.1 Command Table

```

COMMAND: _____ NPPS
NPO2100          COMMAND TABLE UPDATE - CMDTBL
-----

FUNCTION: _      TEMPLATE: _____ SUB-SYSTEM: __ AA - ADMINISTRATION
                                                    PA - PAYROLL
                                                    PE - PERSONNEL
                                                    EX - EXTERNAL SYSTEM
                                                    SC - SYSTEM COMMAND

PROCESSOR: _____ DESC: _____ INDEX:

COMMAND LINE PROCESSING ALLOWED? (Y/N) _

LOCAL TABLE (Y/N) _

-----

FUNCTIONS:  A= ADD   B= BROWSE  C= CHANGE  D= DELETE  N= NEXT  R= RETRIEVE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
    
```

Command Table Update (CMDTBL)

DESCRIPTION AND EXECUTION

The Command Table Update (CMDTBL) template enables authorized individuals to view and update the command entries or template IDs. You may add a new command, browse through a list of commands, change an existing command, delete an existing command, view the next command in the table, or retrieve the command of your choice. The functions available for command maintenance are also available for template ID Maintenance.

You may not change the template (name), subsystem, or index once a template ID or command has been added. However, you may update the other input fields as desired. If you want to change a template (name) or subsystem, you must first delete the existing template ID or command and then add the "updated" template (name) as a new template ID or command.

Steps to Reach Command Table Update

1. At the Main menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **1** - Command Table.

Steps to Maintain a Command or Template ID

1. Enter the required function: **A**=Add, **B**=Browse, **C**=Change, **D**=Delete, **N**=Next, or **R**=Retrieve.
2. Enter the Template as the name of the command or template ID to be maintained.
3. To identify the subsystem to which the template belongs, enter one of the following abbreviations: **AA** - Administration, **PA** - Payroll, **PE** - Personnel, **EX** - External System, or **SC** - System Command.
4. Enter the Processor as the object module the command processor will execute when that template (command) is entered in the command line.
5. Enter the Description of the processor.
6. In the Command Line Processing Allowed space, enter **Y** to allow command line processing for this template; enter **N** not to allow command line processing.
7. If the command or Template ID is used to initiate a table maintenance process, enter **Y** in the Local Table space if the table this command/template ID will process is local; enter **N** if the table is core.

Note: Index refers to the system-generated number for the security of this template.

4.3.1.2.2 Relational Tables

```

* END OF DATA (TO REPEAT LIST, HIT ENTER)

COMMAND: _____ NPPS
NPO2500 RELATIONAL EDIT TABLES MENU - RELTAB
-----
      OPM          OPM          OPM          OPM
      SEL    EDIT    SEL    EDIT    SEL    EDIT    SEL    EDIT
      ---    -
--   RAPPENDG  --   RAPPENDI  --   RAPPENDJ  --   RAPPENDR
--   RAPPENDU  --   RDCK      --   RDDE      --   RELTAB
--   REX2      --   RGRQ      --   RLWA      --   RNOO
--   RPPL      --   RPPO      --   RPSH      --   RPSI
--   RPSK      --   RREQFLD  --   RSLQ      --   RSLS
--   RSML      --   RSPC      --   RSPD      --   RSPE
--   RSPHPPLN  --   RSPHPRAT --   RSPL      --   RSPN
--   RSRA      --   RSRV      --   RSRW      --   RSRX
--   RSTK      --   RSUB      --   RTNK
-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU    PF12= END
    
```

Relational Edits Table Menu - RELTAB

DESCRIPTION AND EXECUTION

The Relational Edits Table Menu (RELTAB) enables an authorized individual to select a relational table to be edited. This screen displays a list of the Table IDs for all relational edit tables. To view or maintain one of these tables, enter a **X** next to the desired table ID and press **ENTER**. You will then proceed to a view of the first entry for the table you specified.

The view of the specified table will look different depending on the table chosen. If you choose RAPPENDG, RAPPENDI, RAPPENDJ, RAPPENDR, RAPPENDU, RDDE, REX2, RLWA, RNOO, RPPO, RPSH, RPSI, RREQFLD, RSLQ, RSLS, RSPC, RSPD, RSPE, RSPHPPLN, RSPHPRAT, RSPL, RSRA, RSRV, RSRW, RSRX, RSTK or RSUB from the RELTAB menu, the view will look similar to the APPENDIX G (RAPPENDG) table shown.

```
COMMAND: _____ NPPS
NPO2427 APPENDIX G - RAPPENDG
-----

FUNCTION: R   NCC: 10000   OCC CODE: _____   OPM EDIT CODE: NSD

-----

FUNCTIONS:   A= ADD      B= BROWSE   D= DELETE   N= NEXT    R= RETRIEVE
PF1= HELP   PF3= PREV SCREEN  PF5= MAIN MENU   PF12= END
```

Appendix G - RAPPENDG

If you choose RDCK, RGRQ, RPPL, RPSK, RSML, RSPN, or RTNK from the RELTAB menu, the view will look similar to the two versions of the Relational Edit - RPSK table shown below. The first view represents the TRIGGER portion of the edit. The Trigger is the value of a specific field which initiates a check for an acceptable Edit Value in another field. The second view represents the EDIT VALUE portion of the edit. PF9 is used to toggle between the two views. All possible values that can trigger the edit are entered using the Trigger view. All valid values based on the trigger value are entered using the Edit Value view. The text of the edit displayed on both views is derived from table TOPMMMSG. The Change function is not allowed on these edits. You can only Add or Delete entries.

```
COMMAND: _____ NPPS
NPO2501 RELATIONAL EDIT - RPSK
-----
FUNCTION: R TRIGGER

THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142$$, 143$$, 145$$,
146$$, 147$$, 148$$, 149$$, 542$$, 543$$, 546$$, 548$$ OR 549$$ (APR '96)

NOAC 142__

-----
FUNCTIONS: A= ADD B= BROWSE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= EDIT VALUE PF12= END
```

Relations Edit - RPSK (TRIGGER)

```
COMMAND: _____ NPPS
NPO2501 RELATIONAL EDIT - RPSK
-----
FUNCTION: R EDIT VALUE

THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142$$, 143$$, 145$$,
146$$, 147$$, 148$$, 149$$, 542$$, 543$$, 546$$, 548$$ OR 549$$

POSOCC 3

-----
FUNCTIONS: A= ADD B= BROWSE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= TRIGGER PF12= END
```

Relations Edit - RPSK (EDIT VALUE)

While viewing the specified table, you may select to add a new entry, browse a list of entries, change an existing entry (unless otherwise specified), delete an existing entry, view the next entry in the table, or retrieve (jump to) the entry of your choice. Enter the letter representing your choice of functions in the Function blank.

Steps to Reach Relational Tables

1. At the Main Menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **3** - Relational Tables

4.3.1.3 Processing Controls Menu

```
COMMAND: _____ N P P S
NPO3000 PROCESSING CONTROLS --PROCNTL
-----
ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - PAYROLL PROCESSING CONTROL
2 - PERSONNEL PROCESSING CONTROL
3 - INSTALLATION TABLE

SELECTION _

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

Processing Controls (PROCNTL)

DESCRIPTION AND EXECUTION

The Processing Controls (PROCNTL) menu allows you to select one of the three options described below.

- 1 Payroll Processing Control: View or update the Payroll Controls Table
- 2 Personnel Processing Control: View or update the Personnel Controls Table
- 3 Installation Table: View or update the Installation Code Table

Steps to Reach Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.

4.3.1.3.1 Payroll Processing Control

```

COMMAND: _____ NPPS
NPO3100          PAYROLL PROCESSING CONTROL - CTLPAY
-----
FUNCTION:  _
                MANUALLY CONTROLLED

PRIOR LEAVE YEAR ENDING DATE _____
MATURE LOCK (Y/N)  _      NEBA YEAR  _      PARTIAL/FURLOUGH (Y/ )  _
DEFAULT PAYBLOCK FOR ACCESSIONS  _      TALC INSTALLED (Y/ )  _
TAEDIT SCROLL SEQUENCE  _ (1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)

////////// AUTOMATICALLY UPDATED WITH OVERRIDE //////////

PAYROLL TABLE LOCK (Y/ )  _      TSP EFFDATE  _____
TSP TAPE SEQ  _____      TAX QUARTER  _
PAY PERIOD  _____      CURRENT LEAVE PERIOD  _
CURRENT PP BEGINNING DATE  _____      MONTH TO DATE (Y/N)  _
CURRENT PP ENDING DATE  _____      NUMBER OF LEAVE PERIODS THIS YEAR  _
FEGLI YR  _____      PAYROLL DATA LOCK (Y/ )  _
-----
FUNCTIONS:      A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END
    
```

Payroll Processing Control (CTLPAY)

DESCRIPTION AND EXECUTION

The Payroll Processing Control (CTLPAY) template is used to display and update payroll control data defined in the Payroll Control Table. NPPS uses this data to determine if certain processing, such as quarterly processing, should be performed. This information is also used to obtain the pay period date for reports and other processing, and to determine if special or periodic processing is required. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

Steps to Reach Payroll Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **1** - Payroll Processing Control.

WHILE VIEWING THE PAYROLL PROCESSING CONTROL TEMPLATE, YOU MAY ADD NEW DATA, CHANGE EXISTING DATA, DELETE EXISTING DATA, OR RETRIEVE THE DATA. ENTER THE LETTER REPRESENTING YOUR CHOICE OF FUNCTIONS IN THE FUNCTION BLANK.

DESCRIPTION OF USER INPUTS FOR PAYROLL PROCESSING CONTROL**MANUALLY CONTROLLED VALUES:**

USER INPUTS	DESCRIPTION
Mature Lock (Y/N)	Enter Y to stop online personnel mature processing before the pay is computed.
CPO Center	CPO User Enters 'Y' or 'N' using 'C' Change Function, Mature Lock generates a 'window' listing all NASA Centers. The Mature Lock, when set, is independent of each Center.
Default Payblock for Accessions	Enter the payblock number that NPPS will automatically assign to an accession (NOAC 1** or ***A) at the time that it is matured. This assignment may be changed later by payroll professional.
TALC Installed	Enter a Y to indicate that the Time, Attendance, and Labor Collection/Labor Distribution System (TALC/LD) has been installed. This will tell NPPS to create TALC notifications of NPPS actions. The TALC/LD System is not used at this time.
T&A Scroll Option	Enter 1, 2, 3, or 4 to determine the scrolling order TAEDIT online will use.

VALUES TO BE AUTOMATICALLY UPDATED IN BATCH:

USER INPUTS	DESCRIPTION
Prior Leave Year Ending Date	Enter pay period ending date of the last leave period of the prior leave year. This field is printed on the SF 1150 (Core Report 409).
Payroll Table Lock (Y/)	Enter Y to stop table changes after the initial pay computation processing (i.e., lock out online processing).
TSP Effdate	The date to be used for TSP validation, TSP BP Tape, and the TSP Journal Voucher. Date is the current PP Ending Date plus 10 days.
TSP Tape Seq	Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.
Tax Quarter	Calendar year quarter (blank, 1 - 4); will be blank until the last full pay period of the quarter, then it is set to a number which indicates NPPS should generate the quarterly reports produced in the current pay period.
Pay Period	Pay period number (1-27).
Current Leave Period	Leave period number (1-27).
Current PP Beginning Date	Pay period start date (always a Sunday).
Month-to-Date (Y/N)	Indicate "Month-end" with Y and "Not Month-end" (i.e., off-month) with N .
Current PP Ending Date	Thirteen days from the above PP starting date (always a Saturday).
Number of Leave Periods	Number of leave periods in the current year (26 or 27).
FEGLI Year	The year to be used for FEGLI Age Group calculation.
NEBA Year	Enter the date to be used in NEBA calculation.
Payroll Data Lock	Enter Y to stop master file updates after the final reports process has begun (i.e., lock out online processing and Payroll Mature).

```

COMMAND: _____ NPPS
NPO3100 PAYROLL PROCESSING CONTROL - CTLPAY
-----
FUNCTION: _
MANUALLY CONTROLLED

PRIOR LEAVE YEAR ENDING DATE _____
MATURE LOCK (Y/N) _ NEBA YEAR _ PARTIAL/FURLOUGH (Y/ ) _
DEFAULT PAYBLOCK FOR ACCESSIONS _ TALC INSTALLED (Y/ ) _
TAEDIT SCROLL SEQUENCE _ (1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)

////////// AUTOMATICALLY UPDATED WITH OVERRIDE //////////

PAYROLL TABLE LOCK (Y/ ) _ TSP EFFDATE _____
TSP TAPE SEQ _____ TAX QUARTER _
PAY PERIOD _____ CURRENT LEAVE PERIOD ____
CURRENT PP BEGINNING DATE _____ MONTH TO DATE (Y/N) _
CURRENT PP ENDING DATE _____ NUMBER OF LEAVE PERIODS THIS YEAR ____
FEGLI YR _____ PAYROLL DATA LOCK (Y/ ) _
-----
FUNCTIONS: A= ADD C= CHANGE D= DELETE R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

Payroll Processing Control - CTLPAY

4.3.1.3.2 Personnel Processing Control

```

COMMAND: _____ NPPS
NPO3200 PERSONNEL PROCESSING CONTROL - CTLPER
-----

FUNCTION: _

OFFICE ID _____ REPORT 150,151
MAIL CODE _____ REPORT 250,251,254,369,372
CONTACT _____ REPORT 250,251,254,369,373
ORG HIERARCHICAL STRUCTURE _____ REPORT 150
TSP ENROLLMENT DATE (MM DD YY) _ _ _ REPORT 254

SIGNATURE CODES: APPROVING OFFICIAL _ REPORT 151

TSP SEASON INDICATOR _ EDITING
MATURE RUNNING (Y/N) _ INPUT CONTROL
POSITION'S _____ SF 50/52
ORG LOCATION _____ PERFORMANCE DATE CODE _

-----

FUNCTIONS: A= ADD C= CHANGE D= DELETE R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
    
```

Personnel Processing Control (CTLPER)

DESCRIPTION AND EXECUTION

The Personnel Processing Control (CTLPER) template is used to display and update personnel control data defined in the Personnel Control Table. This data is used by NPPS to determine report cut-off dates, trigger periodic reports, and trigger on-request reports. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

Steps to Reach Personnel Processing Control

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **2** - Personnel Processing Control.

While viewing the Personnel Processing Control, you may add new data, change existing data, delete existing data, or retrieve the data of your choice. Enter the letter representing your choice of functions in the function blank.

DESCRIPTION OF USER INPUTS FOR PERSONNEL PROCESSING CONTROL

USER INPUTS	DESCRIPTION
Office ID	Enter the OPM designated number to print on Core Reports 150 (block 48), 151, and Payroll Report 314.
Mail Code	Enter the Mail Code to print on Core Reports 250, 251, 254, 369, and 372
Contact	Enter the Human Resources contact to print on Core Reports 250, 251, 254, and 369.
ORG Hierarchical	Enter the default hierarchical structure for the organizations at your installation. NPPS uses this structure to locate organizational names for printing on SF 50s (For further explanation, refer to Section 4.1.5 under the subheading Interrelationships).
TSP Enrollment Date	TSP Enrollment Date to appear on Core Report 254. Used to determine TSP Eligibility Code for Employee Express Extract to OPM. Used to determine TSP Status Code when employee stops TSP contributions. Must be changed on the first day of Open Season, to be the first day of the first full pay-period in the enrollment month.
Signature Code	Enter the Signature Code that corresponds to the signature Approving Official to print on Core Report 151.
TSP Season Indicator	Indicates whether the TSP season is Open (O) or Closed (C). When the TSP Season is set to Closed, NPPS will only accept TSP Status Codes of Ineligible (I) or Terminated (T). You must change the indicator to Open (O) in order to hire employees with a TSP status of Yes (Y), No (N), or Eligible (E) without bypassing the edits.
Mature Control	<p>This code is program generated, but may be overridden. If you initiate a run of the mature process, NPPS checks this field to verify another mature process is not already running (i.e., this field will have a value of "N"). Then NPPS sets the field to "Y" and begins the mature process you requested.</p> <p>When the mature process is finished, NPPS resets this field to "N" so another mature process may be run at your option. Should NATURAL go down while a mature process is running, you may need to manually reset this field to "N" before you can restart the mature process.</p>

USER INPUTS	DESCRIPTION
Position's Org Location	Enter the name, city, and state where the organization is located as it is shown on the position description to print on the SF 50/52, blocks 14 and 22.
Performance Date Code	Enter a blank to bypass the automatic performance date calculation, a '1' for the EOD Date to be used in the calculation, or a '2' for the current performance evaluation effective date to be used.

Note: There is only one personnel processing control record per installation. This record is automatically retrieved when you move to the Personnel Processing Control template. You may change the record using the function code "C." You do not need to use the function code "R" for retrieve in order to view this record since all information in the record was entered when NPPS was installed at your site. It is unlikely, therefore, that you will add or delete this record.

Steps to Reach Installation Name

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **3** - Installation Table.

DESCRIPTION OF USER INPUTS FOR INSTALLATION NAME TABLE

In order to retrieve the data for your installation, enter the function code **R** and your installation code, then press **ENTER**. To change data for your installation, change the function code to **C** and type in your changes, then press **ENTER**.

Field Name	Description	Source
Installation Code	Code which identifies the installation	User
Installation Name	Name of the installation.	User
Installation Address	Address of the installation.	User
Installation Duty Station	Duty station code which will be used on certain reports.	User
Additional Address For SSA Tape	Additional address lines used to further identify the installation address when submitting the SSA tape during pay year-end processing.	User
Federal Tax W2 ID	ID assigned by the federal government to the installation; it is read from here and placed on every W-2 during pay year-end processing.	User
NEBA Check: Name Address	Name and address of the institution which receives the NEBA pay from the installation each pay period. Two sets are provided.	User
City-State-Zip	One for the Default NEBA Chapter and another for the Alternate NEBA Chapter.	User
Federal Reserve Bank: Name, Address, City-State-Zip	Name and address of the federal reserve bank which receives the tax pay from the installation each pay period.	User
Appropriation Code	Up to two other appropriation codes may be entered which may be used for other agencies (e.g., Army, when vouchering). These codes appear on the SF 1166 Voucher Schedule of Pay.	User
TSP Contact Name	Name of the installation TSP contact which appears on TSP tape.	User

Field Name	Description	Source
Phone	Phone number of the installation payroll contact which appears on TSP tape and EFT tape.	User
Location	Sixteen-digit number which represents the installation and appears only on TSP tape.	User
Agency Code	Four-digit number which will be assigned (as a default) for accessions.	User
Payroll Office Number	Eight-digit number which identifies the agency and appears on EFT tape and NET tape.	User
Bond Federal Reserve Bank City	Fifteen-digit number which identifies the Bond Federal Reserve Bank City for payroll Core Report 406	User

4.3.1.4 Help Maintenance

You may access the help facility by pressing **PF1** (Help) from any menu or template in the entire NPPS. For example, to access help while viewing the following Master Employee Record Data Entry Menu, press **PF1**.

```
COMMAND: _____ NPPS
NAO1000      MASTER EMPLOYEE RECORD DATA ENTRY MENU - MMER
-----
                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - MASTER SELECTION MER MENU
                2 - EMPLOYEE LOCATION MENU
                3 - CURRENT PP PAY ACTIONS MENU
                4 - LEAVE HOURS ADJUSTMENTS MENU
                5 - DOLLAR ACCUMULATIONS ADJUSTMENTS MENU
                6 - MER CONTROLS AND QUERIES MENU
                7 - PAYROLL SUSPENSE MAINTENANCE QUERY
                8 - MASS AND GLOBAL TRANSACTIONS MENU
                9 - START NEW EMPLOYEE ADD CHAIN

-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END
```

Master Employee Record Data Entry Menu

You will then proceed to the first page of the help screen(s) that accompany this particular menu PF1 (refer to the following screens). The help screen(s) which accompany menus always describe the choices available from the menu. The help screen(s) that accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.

```
NSS0004                NPPS
MODE: DISPLAY          HELP FACILITY

TEMPLATE ID: MMER      PAGE NUMBER: 1    FUNCTION: R
-----

USE:                   TO:

1 - Master Selection MER Menu  Access any of the MER Modules pertaining
to deductions, pay adjustments, leave
adjustments, YTD, query, miscellaneous,
suspend, and mass.

2- Employee Location Menu      Display/update information pertaining to
distribution of pay-related data.

3 - Current PP Pay Actions Menu  Process current pay period actions.

Screen 1 of 3

-----
FUNCTIONS:  A= ADD  C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE  PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

Help Facility for MMER (Page 1)

```
NSS0004                NPPS
MODE: DISPLAY          HELP FACILITY

TEMPLATE ID: MMER      PAGE NUMBER: 2    FUNCTION: R
-----

USE:                   TO:

4 - Leave Hours Adjustments Menu  Update an employee's record to
reflect leave hours.

5 - Dollar Accumulations Adjustments Menu  Change an employee's dollar
accumulation amounts.

6 - MER Controls and Queries Menu  Display an employee's payroll
information.

Screen 2 of 3

-----
FUNCTIONS:  A= ADD  C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE  PF3= END  PF4= DD PF7= BKWD  PF8= FWD  PF9= COPY
```

Help Facility for MMER (Page 2)

```

S0004                NPPS
MODE: DISPLAY        HELP FACILITY

TEMPLATE ID: MMER          PAGE NUMBER: 3      FUNCTION: R
-----

USE:                                TO:

7 - Payroll Suspense Maintenance Query      Display suspended payroll
                                              information for an individual
                                              employee or group of employees.

8 - Mass and Global Transactions Menu        Access the option to perform mass
                                              changes on payroll information.

9 - Start New Employee Add Chain            View a list of new employees
                                              and initiate the add chain.

                                              Screen 3 of 3
-----

FUNCTIONS:  A= ADD   C= CHANGE  D= DELETE  I= INSERT  R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE  PF3= END   PF4= DD  PF7= BKWD  PF8= FWD  PF9= COPY
    
```

Help Facility for MMER (Page 3)

Help Screen Conventions

Each help screen, or set of help screens, is unique because it describes the function of the menu or template it accompanies. However, all help screens share some common features and functions.

Title Line One (from left to right):

Mode	This field indicates whether the help facility is displaying the screen in the Display mode, or Update mode. While in the Display mode, the screen may be viewed, but its contents may not be changed. However, in the update mode, the contents of the screen you are viewing may be modified. When the help facility is first requested, NPPS always presents the help screen(s) requested in the Display mode.
NPPS Help Facility	This title appears at the top center of all help screens.

Title Line Two (from left to right):

Template ID	This field displays the abbreviated name of the menu or template the help screen accompanies. For example, the help screen which accompanies the Master Employee Record Data Entry Menu has the template ID of MMER.
Page Number	This number represents the page sequence within a set of help screens. When the help facility is first requested, NPPS displays the first screen in the set of screens (i.e., page 1).
Function	This field identifies the function you want to perform while viewing the help screen. While you are in the Display mode, the function will always be "R" for retrieve. You may change the function only after you have changed the mode to Update.

Bottom Line One (from left to right):

This line displays the five functions available while in the Update mode. While in the Display mode, NPPS requires the function to be "R" for retrieve.

A=Add	Allows you to add a new help screen. You may type in a new template ID and/or page number prior to the add process in order to produce an entirely new screen. This function allows you to expand the help facility to include assistance for requirements that are unique to your installation.
C=Change	Allows you to change the contents of the help screen you are viewing.
D=Delete	Allows you to delete an entire screen at the time you are viewing it. If the screen was part of a set of screens, the page number of any remaining subsequent screen will automatically be renumbered.
I=Insert	Allows you to insert a new page preceding the screen you are viewing. The newly inserted screen will have the same template ID and page number as the original screen you were viewing when the insert request was made. NPPS automatically sets the function on the new screen to change, allowing the inserted screen to be filled with new information. The page number of the original screen and every screen thereafter will be automatically increased by one.
R=Retrieve	Allows you to retrieve a help screen. To view a screen within the help facility while you are viewing a different help screen, type in the template ID and page number of the screen you want to view, and NPPS will display the specified screen.

Bottom Line Two (from left to right):

PF1=Top	Moves the cursor to the top left corner of the help screen.
PF2=Disp/Updt Mode	Allows you to switch from the Display mode to the Update mode and from the Update mode back to the Display mode.
PF3=End	Allows you to leave the help facility and return to the menu or template which you were viewing when you originally requested help.
PF4=DD	Allows you to access the data dictionary.
PF7=Bkwd	Allows you to move through a set of help screens one page at a time, in decreasing page number order.
PF8=Fwd	Allows you to move through a set of help screens one page at a time, in increasing page number order.
PF9=Copy	Allows you to copy an existing set of help screens so that you have two sets with two different template IDs, but identical contents.

Help Screen Maintenance

Authorized individuals may modify the narratives on the help screens by performing any of the procedures explained as follows. Changes made to the help facility are a permanent part of an installation's NPPS system; they may be viewed by any individual who can access the corresponding template or menu. There is no limit to the number of changes that an installation can make to its help facility.

Steps to Retrieve a Specific Help Screen

1. From any template or menu, press **PF1** (Help).
2. Press **PF8** (Forward) and **PF7** (Backward) to move through a set of help screens; or tab to the Page Number field and type in the number of your choice, then press **ENTER** to proceed to the specified page number.
3. Enter a different abbreviated template or menu name in the Template ID field and the desired page number, then press **ENTER** to proceed to the specified help screen.
4. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Note: Any individual may execute the help screen retrieve procedure.

Steps to Change the Contents of a Help Screen

1. Retrieve the help screen to be changed.

2. Press **PF2** to change the mode to Update.

Note: The function automatically becomes "C" for change.

3. Change the contents of the screen.
4. Press **ENTER** and view a message which indicates the changes have been saved.
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Insert a Page Within a Set of Help Screens

1. Retrieve the help screen in front of which a new screen is to be inserted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **I** for insert.
4. Press **ENTER** and view the newly inserted screen which has the same template ID and page number as the original screen. The original screen, and any subsequent screens, will be renumbered so their page number is increased by one. The function will automatically change to "C" so the newly inserted screen may be filled with new information. (Refer to "Steps to Change the Contents of a Help Screen" above.)
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Add a New Set of Help Screens

1. Retrieve any help screen.
2. Press **PF2** to change the mode to Update.
3. Change the function to **A** for add.
4. Type in the template ID and page number for the new screen.
5. Press **ENTER** and view the newly added screen with the new template ID and page number you specified. You may now revise the screens to change the contents you specify.

Press **PF2** in order to return to the Display mode.

Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Delete a Help Screen

1. Retrieve the help screen to be deleted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **D** for delete.
4. Press **ENTER** and view a message which prompts you to confirm deletion of this screen by pressing **PF11**.
5. Press **PF11** to delete the screen and view a message that the specified screen has been deleted. Any subsequent screens within the set will be renumbered accordingly.
6. Press **PF2** to return to the Display mode.

7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Copy a Help Screen

1. Retrieve the help screen or set of screens to be copied.
2. Press **PF9** to proceed to the Copy help screen.
3. Type in the template ID of the existing help screen or set of screens from which you want to copy.
4. Type in a new template ID for the new screen or set of help screens to which you want to copy and press **ENTER**.
5. Type in the new template ID and view the new help screen or set of screens which are the result of the copy process. You now have two different screens or sets of screens with identical contents and unique template IDs.
6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

4.3.1.5 Ad Hoc Reporting (Super Natural)

```

                                NPPS
                                M A I N   M E N U
-----
                                ENTER YOUR PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:

                                1 - PERSONNEL
                                2 - PAYROLL
0                                3 - APPLICATION ADMINISTRATION
                                4 - EXIT TO SUPER NATURAL

                                NPPS PASSWORD                SELECTION _
-----
                                PF1=  HELP                PF12=  END

```

Exit to SUPER NATURAL

DESCRIPTION AND EXECUTION

The adhoc-reporting tool recommended for use with NPPS is SUPER NATURAL. Selecting Exit to SUPER NATURAL (option 4) from the NPPS Main Menu takes you directly to your SUPER NATURAL private library. If you receive a message stating you are not authorized to use SUPER NATURAL, contact your supervisor or SUPER NATURAL system administrator to obtain this authorization. SUPER NATURAL is a commercial product which is distributed and maintained by Software AG. Since you should have access to a SUPER NATURAL User's Manual (also produced by Software AG) the UOG does not explain the use of SUPER NATURAL. Each installation has the responsibility to provide its members with training in basic SUPER NATURAL query and reporting skills.

To learn how to use SUPER NATURAL in conjunction with the NPPS data files, however, we recommend you take one of the NPPS Query and Reporting courses.