

VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

10.0

UNITeS Contract

Date: April 8, 2004



National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, Alabama 35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 10.0**

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GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

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SOFTWARE RELEASE 10.0**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
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1. INTRODUCTION

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1.1 IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number – Software Release **10.0**

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

1.2 PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1.3 SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release **10.0**, including the following:

- Changes implemented since the last release
- References to other documents affected by this release
- Changes to application files and data formats
- Detailed software installation procedures
- Validation procedures to ensure the reliability of the software changes.

1.4 CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

Telephone: (256) 544-5516

E-Mail: billy.graham@msfc.nasa.gov

FAX: (256) 544-1836

2. FUNCTIONAL INFORMATION

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2.1 FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

2.2 FUNCTIONAL INTERFACES

Not Applicable

2.3 CRITICAL ISSUES

Not Applicable

2.4 AFFECTED DOCUMENTS

The following document will be affected by this release:

- NPPS System/Software Requirements Specification (SRS)
- NPPS-UOG, NPPS User and Operations Guide (UOG)
- NPPS AdminSTAR Interface Control Document (ICD)
- NPPS Flexible Spending Account (FSA) Interface Definition Agreement (IDA)

The modified pages of this document will be distributed under separate cover.

2.5 APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3. TECHNICAL INFORMATION

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3.1 TECHNICAL SYSTEM INTERFACES

Not Applicable

3.2 DATA DICTIONARY CHANGES

The data dictionary changes are detailed in Appendix D, Installation Instructions.

3.3 SOFTWARE OBJECT CHANGES

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4 DATABASE ADMINISTRATION

The specific database administration activities for NPPS 10.0 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 10.0 are included in the Introduction of Appendix D, Installation Instructions.

3.4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4.3 Storage Considerations

Not Applicable

3.4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3.5 OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
L&E	Leave and Earnings Statement
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Application Services
UNITeS	Unified NASA Information Technology Services
VDD	Version Description Document
WebTADS	Web-based Time and Attendance System

APPENDIX B
GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C
FUNCTIONAL CHANGE VALIDATION
PROCEDURES

VALIDATION PROCEDURES SOFTWARE RELEASE 10.0 PERSONNEL & PAYROLL

1. 20030115

- A. **Purpose:** Add YTD limits to FSA allotment processing and implement processing to support negative FSA allotment amounts.
- B. **Test Procedure:**
 - 1) At TLIMIT, set the annual FSA HC / DC limits, entering \$4000 for HC and \$5000 for DC.
 - 2) Identify test employees with FSA allotments, including at least with negative FSA allotment amount.
 - 3) Enter TRANSIN FSA HC / DC amounts for the test employees.
 - 4) Enter YTDDED1 FSA HC / DC amounts for the test employees.
 - 5) Process a complete Payroll cycle for the test employees
- C. **Validation:**
 - 1) Verify Time & Attendance processing allows negative FSA allotments.
 - 2) Verify FSA amounts at FSA and YTDDED1 are updated correctly.
 - 3) Verify Payroll history is updated correctly.
 - 4) Verify accuracy of all affected reports, particularly Report 506 and the SF 1166 Voucher.

2. 20030116

- A. **Purpose:** Modify Report 309 to reflect 14 Pay Periods.
- B. **Test Procedure:**
 - 1) Identify test employees with Comp Time and/or Extended Comp Time with Expiration Dates for 14 Pay Period End Dates.
 - 2) Schedule and run Report 309.
- C. **Validation:** Verify the report reflects Comp Time / Extended Comp Time accurately for all 14 Pay Periods.

3. 20040012

- A. **Purpose:** Modify the weekly NPPS-AdminSTAR interface module/job to include the Uniform Universal Person Identification Code (UUPIC) field and create a one time extract of all NPPS employees (active and inactive) that includes SSN and UUPIC.

- B. **Test Procedure:**
 - 1) Submit batch job CA00027 for a selected test center.
 - 2) Schedule and run the tool, NPTL0066.
 - C. **Validation.**
 - 1) Verify the output Learner file has the UUPIC as its last delimited field and meets requirements defined in NPPS/AdminSTAR Interface Control Document.
 - 2) Verify the tool generates a record for each employee with a UUPIC and that the records also include SSN, EOD, and Center ID.
4. **20040016**
- A. **Purpose:** Implement NOAC 817 processing for Student Loan Repayment reporting.
 - B. **Test Procedure:**
 - 1) Suspend NOAC 817 in the desired amount for the selected test employee.
 - 2) Mature the action.
 - C. **Validation:** Verify the action includes an “N” in Award Check and that the award amount does not appear on QAWARD.
5. **20040018**
- A. **Purpose:** Modify calculations and related processes to Missouri state taxes and verify that they are computed correctly per the Missouri state tax algorithm.
 - B. **Test Procedure:** Set up the appropriate Missouri Pay Tables in TTAX.
 - 1) Using FTAX, set up test employees for Tax Code “MO,” with the desired exemptions, additional withholding amounts, etc.
 - 2) Give the employees “good” time cards via TAEDIT.
 - C. **Validation:** Verify the tax deductions (per QREG) for Missouri meet requirements defined in SRS, Appendix L.
6. **20040020**
- A. **Purpose:** Modify Time & Attendance Update to include new edits and messages for YTD FSA allotment amounts. The messages, 3318 through 3321, are in TPAYMSG.
 - B. **Test Procedure:**
 - 1) Set up FSA allotments for at least two (2) selected test employees.
 - 2) For case 1, make the allotments large enough that, if processed, YTD FSA amounts would exceed the annual limits.

- 3) For case 2, make the allotments negative in amounts large enough that, if processed, YTD FSA amounts would also be negative.

C. Validation:

- 1) For case 1, verify TAEDIT deducts no FSA and returns the applicable informational message(s) shown below.
 - * YTD FSA HC DED GT THAN YEARLY MAX - NO DED TAKEN
 - * YTD FSA DC DED GT THAN YEARLY MAX - NO DED TAKEN
- 2) For case 2, verify TAEDIT deducts no FSA and returns the applicable informational message(s) shown below.
 - * YTD FSA HC DED WOULD BE NEGATIVE - NO DED TAKEN
 - * YTD FSA DC DED WOULD BE NEGATIVE - NO DED TAKEN

7. 20040026

A. Purpose: Modify NOAC 991 edits for Conversion Auth 1 and Auth 2.

B. Test Procedure:

- 1) Suspend NOAC 991, entering a period (.) in the fields Conversion Auth 1 and Auth 2.
- 2) Mature the action.
- 3) Run the biweekly CAPPs transmission.

C. Validation:

- 1) Verify matured action has initialized the fields Conversion Auth 1 and Auth 2 in Personnel Action.
- 2) Verify the CAPPs transmission includes blanks (rather than a period) for the Conversion Auth 1 and Auth 2 values.

8. 20040027

A. Purpose: Modify calculations and related processes to New York state taxes and verify that they are computed correctly per the New York state tax algorithm.

B. Test Procedure: Set up the appropriate New York Pay Tables in TTAX.

- 1) Using FTAX, set up test employees for Tax Code "NY," with the desired exemptions, additional withholding amounts, etc.
- 2) Give the employees "good" time card via TAEDIT.

C. Validation: Verify the tax deductions (per QREG) for New York meet requirements defined in SRS, Appendix L.

9. **20040030**

- A. **Purpose:** Modify calculations and related processes to North Carolina state taxes and verify that they are computed correctly per the North Carolina state tax algorithm.
- B. **Test Procedure:** Set up the appropriate North Carolina Pay Tables in TTAX.
 - 1) Using FTAX, set up test employees for Tax Code “NC,” with the desired exemptions, additional withholding amounts, etc.
 - 2) Give the employees “good” time cards via TAEDIT.
- C. **Validation:** Verify the tax deductions (per QREG) for North Carolina meet requirements defined in SRS, Appendix L.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 10.0**

The purpose of this release is to implement the changes allocated to software release 10.0 described below.

SOFTWARE RELEASE 10.0

RC 1620s IMPLEMENTED

CCR	Description
20030115	Add YTD Limits for FSA HC and DC
20030116	Update Rpt 309
20030124	Give Estimate of CT Screen Change
20040012	UUPIC Adminstar
20040016	SLR NOAC 817
20040017	Change EE AL Dependent of Other
20040018	MO State Tax
20040020	FSA Info Msgs
20040026	ConvAuth1 & 2 edits
20040027	NY State Tax
20040030	NC State Tax
20040044	North Carolina change during TAEDIT processing. (ER)

***** RECORD COUNT = 11

DR 1620s IMPLEMENTED

CCR	Description
20040042	Time Off Award not reporting the total TOA hrs available
20040047	Erroneous data on CT use-or-lose section of the L&E

***** RECORD COUNT = 02

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM RELEASE DESCRIPTION SOFTWARE RELEASE 10.0

Introduction

Release Date – April 8, 2004

Release Inventory:

Dataset Names:

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

- MSMOV.NPPS.PROD.R1000.R0404.SRC
- xxMOV.NPPS.PROD.R1000.R0404.PRD

Physical media:

VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone: (256) 544-5516
E-Mail: billy.graham@msfc.nasa.gov
Fax: (256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

- 1.0 Backup Existing Data
- 2.0 Copy Source/Object Code
- 3.0 Pre-Predict Data Conversion
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 7.0 Post-Predict Data Conversion
- 8.0 JCL/BJX/Xerox Modifications
- 9.0 Special Instructions
- 10.0 Installation Checklist

1.0 BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0 COPY SOURCE

2.1 Copy Source Modules

When installing software release 10.0, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R1000.R0404.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Copycode	0
Maps	17
Helproutines	0
Subroutines	0
Subprograms	2
Local/Param Data Areas	1
Programs	33
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	53
Total Views Unloaded	0
Total Objects Read	0
Total Object Unloaded	0

2.2 List of Source Code Modifications

The following is a list of all modules that were changed for the software release 10.0.

MODULE	Description
EEB001	EE Transactions from OPM
EEB002	Create/update EE Master rec
EEB004	Build work file for Macon
EEB006	EE L&E
EEBLDA1	NPS2-PAY-MASTER view
NAB200B	Report 200 Employee Record
NAB309	Overtime / CompTime / Credit Rpt
NAB555	Leave and Earnings
NAB560	FSA Adds, Changes, Deletes List
NAB560A	FSA Adds, Changes, Deletes List
NAB566	FSA Deductions Taken
NAB568	FSA Payment File and Listing
NAB6050	End of Year Update
NAB6060	Pay Initialization
NAB6080B	Normal Recomp (State Taxes)
NAB6090A	EFT File Creation
NAF200B1	Report 200 (form)
NAF200B2	Report 200 (form)
NAF406A	Report 406 (form) Vouchers
NAF406BB	Report 406 (form) Vouchers
NAM1441	YTDDDED1 Screen 1
NAM1441A	YTDDDED1 Screen 2
NAM1441B	YTDDDED1 Screen 3
NAM1441C	YTDDDED1 Screen 4
NAM1441D	YTDDDED1 Screen 5
NAM1441E	YTDDDED1 Screen 6
NAM1441F	YTDDDED1 Screen 7
NAM1444	TRANSIN Screen
NAM1490	FSA Screen
NAM4950	ACCOUNTING INFORMATION - ACCTBRK (1 OF 3)
NAM4100	SF1166 INFORMATION - PAYMENTS
NAM2080	TLIMIT Screen
NAO1241	FTAX Screen
NAO1441	YTDDDED1
NAO1441B	YTDDDED1
NAO1444	TRANSIN
NAO1490	FSA
NAO1550	QREG
NAO2080	TLIMIT
NAO3150A	Net Pay
NAO3150C	Net Pay

MODULE	Description
NAO9101	Normals
NAO91200	Calculate State Tax NC
NEB364A	Full Tables Report
NEBAS01A	AdminSTAR - Learner File
NEO1110L	Process PERACT template L
NEO1912	Relational Edit Module
NEO3140	Award Processing/Online Mature
NEO3250	Online Mature Pers Update

RELEASE PROGRAMS (CHANGE) ==> 49

2.3 List of Source Code Additions

The following is a list of all modules that were created for the software release 10.0.

MODULE	Description
NPTL0066	AdminSTAR UUPIC Load
NPTL0068	Tool for pay master(dep of oth)
NSS1490A	Read TLIMIT for FSA limits
NAM1441G	YTDDDED1 Screen 8

RELEASE PROGRAMS (NEW) ==> 04

2.4 List of Source Code Deletions

The following is a list of all modules that were deleted for the software release 10.0.

MODULE	Description

RELEASE PROGRAMS (DELETED) ==> 00

3.0 PRE-PREDICT DATA CONVERSION

Not applicable

4.0 INSTALL PREDICT

4.1 Data Dictionary Changes

This release includes the enhancements for version 10.0.0. Details for changes in this release can be found under paragraph 4.1.3, Physical File Changes, or by performing Predict reporting on the keyword NPPS-10.0.0.

Use SYSDICBE to load the PREDICT modifications from the dataset xxMOV.NPPS.PROD.R1000.R0404.PRD.

The following NPPS Data Definition Modules (DDMs) should be generated after the PREDICT load is complete.

NPS2-EXPRESS-MASTER
 NPS2-LIMIT-TABLE
 NPS2-PAY-TABLES
 NPS2-PAYHIST-TWO

4.1.1 Inventory of Objects

The object types and inventory listed below represent a comprehensive count of the PREDICT object modules for this release.

Predict Objects by Type:

Keyword	1
Standard Files	0
Conceptual Files	1
ADABAS Files and Views	31

4.1.2 Storage Considerations

The changes represented by this release should not affect storage requirements.

4.1.3 Physical File Changes

Add the following fields:

NPS2-EXPRESS-MASTER		File # 240				
Ty	L Field ID	F	Length	Occ	D	U DB S
*- -	-----	*- -	-----	-----	* *	-- *
	1 PAY-DEP-OF-OTH-IND	A	1.0			BX N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=240
ADADBS FNDEF='01,BX,1,A,NU'
/*
```

NPS2-PAY-TABLES		File # 230				
Ty	L Field ID	F	Length	Occ	D	U DB S

```

*-- ----- *-- ----- * * -- *
  1 LIMIT-FSA-DC-AMT          N      5.2          AB N
  1 LIMIT-FSA-HC-AMT         N      5.2          AC N

```

Using the following commands:

```

//DDKARTE DD *
ADADBS NEWFIELD FILE=230
ADADBS FNDEF='01,AB,7,U,NU'
ADADBS FNDEF='01,AC,7,U,NU'
/*

```

NPS2-PAYHIST-TWO

File # 226

```

Ty L Field ID                      F Length Occ D U DB S
*-- ----- *-- ----- * * -- *
  1 EMPL-TRNSFR-IN-FSA-HC-AMT      N      8.2          UL N
  1 EMPL-TRNSFR-IN-FSA-DC-AMT      N      8.2          UM N

```

Using the following commands:

```

//DDKARTE DD *
ADADBS NEWFIELD FILE=226
ADADBS FNDEF='01,UL,10,U,NU'
ADADBS FNDEF='01,UM,10,U,NU'
/*

```

5.0 INSTALL DATA GLOSSARY

Not applicable

6.0 CATALOG SOURCE CODE

When installing software release 10.0, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

7.0 POST-PREDICT DATA CONVERSION

Not applicable

8.0 JCL/BJS/Xerox MODIFICATIONS

JCL/BJIS

JOB: NPTL0066

- New JCL for AdminSTAR UUPIC Load
- Copy given to CPO

JOB: NPTL0068

- New JCL for UPDATE PR MARITAL ST CODE FOR AL DEP OF ANOTHER
- Copy given to CPO

Xerox

Not applicable

9.0 SPECIAL INSTRUCTIONS

9.1 Update NPPS Release Number

The following process will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 10.0, enter "10.0" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

9.2 Tools

The following tools must be run to support the NPPS Software Release 10.0:

1. NPTL0066 – Send all employees' UUPIC to the AdminSTAR system
2. NPTL0068 – UPDATE PR MARITAL ST CODE FOR AL DEP OF ANOTHER

10.0 INSTALLATION CHECKLIST

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