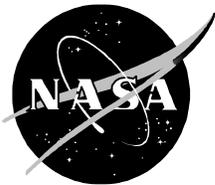


**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM**

Tables Release 2.7

PrISMS Contract

12/11/03



National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
TABLES RELEASE 2.7**

Reviewed by

<hr/>	<u>12/11/03</u>	<hr/>	<u>12/11/03</u>
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Prepared by

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GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

12/11/03

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
TABLES RELEASE 2.7**

Approved by

Marisa Wofford
Consolidated Center Project Manager

12/11/03
Date

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, AL

12/11/03

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1.0 INTRODUCTION

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

1.1 IDENTIFICATION OF RELEASE

System Name: NPPS

Release Number: Tables Release 2.7

Release Date: 12/11/03

Release Effective Date: This release must be implemented after a Payroll Initialization, CA00006, has been run.

The release datasets will be made available to the production support DBA for installation, at which time all centers will be notified that it has been installed.

1.2 PURPOSE OF THE RELEASE

The purpose of this release is to implement the table changes allocated to table Release 2.7. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures and Description of All Changes.

1.3 SCOPE OF THE RELEASE

This release provides the functional and technical user of NPPS with information regarding changes to the content and status of the NPPS Tables Release 2.7, including the following:

- Changes to core tables since the last release
- Detailed table installation procedures
- Validation procedures to ensure the reliability of the table changes

No waivers are associated with this release.

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, using the following Key Words: SESAAS and NPPS.

Telephone: (256) 544-5516

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

FAX: (256) 544-1836

2.0 FUNCTIONAL INFORMATION

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

2.1 FUNCTIONAL CHANGES

No functional changes have been made for this release. Validation Procedures and descriptions of all changes related to this release are included in Appendix C.

2.2 FUNCTIONAL INTERFACES

Not applicable

2.3 CRITICAL ISSUES

Not applicable

2.7 AFFECTED DOCUMENTS

Not applicable

2.7 APPLICATION SYSTEM ADMINISTRATION

Not applicable

3.0 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

Not applicable

3.3 SOFTWARE OBJECT CHANGES

Not applicable

3.4 DATABASE ADMINISTRATION

This section describes the Database Administration activities for NPPS.

3.4.1 Release Dataset Names

The dataset names for Tables Release 2.7 have been provided to the production support DBA. The dataset names 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
CSRS	Civil Service Retirement System
DBA	Database Administrator
HR	Human Resources
IRM	Information Resources Management
JCL	Job Control Language
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 Administrative Systems
TSP	Thrift Savings Plan
VDD	Version Description Document

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
AND DESCRIPTION OF ALL CHANGES

VALIDATION PROCEDURES TABLES RELEASE 2.7

This release requires no functional change. The tables affected by this release are listed below, along with the applicable validation procedure.

1. **20030075** – Addition to AGENCY Table.
 - A. **Purpose:** Add an entry in AGENCY for agency code 'HSAC'.
 - B. **Validation:** Access AGENCY and verify the presence of the following entry:
AGENCY CODE: HSAC
AGENCY: DEPT OF HOMELAND SECURITY/USCG
2. **20030076** – Update TSP Max for 2004.
 - A. **Purpose:** Update 2004 maximum amounts in TRETIR for regular TSP and Catch-up TSP.
 - B. **Validation:** Access TRETIR and verify that, for each RET FICA CODE, the TSP YEAR MAX DED is '13000.00' and the TSP CATCHUP is '3000.00'.
3. **20030077** – Add Entry to RAPPENDU.
 - A. **Purpose:** Add an entry to RAPPENDU for Location Code '121567009'.
 - B. **Validation:** Access RAPPENDU and verify the presence of the following entry:
LOCATION CODE: 121567009
CSC SERIES: 2299
GRADE: 07
4. **20030082** – Additions/Changes to TAUTH.
 - A. **Purpose:** Add Legal Authority Codes 'BAB', 'BAC', 'BAD', and 'BYO' and change Legal Authority Code 'AYM' in TAUTH.
 - B. **Validation:** Access TAUTH and verify the following entries:
 - 1) AUTHORITY CODE: AYM
DESCRIPTION LINE 1: DIRECT HIRE AUTHORITY #
DESCRIPTION LINE 2: DATED #
 - 2) AUTHORITY CODE: BAB
DESCRIPTION LINE 1: GW001 (MED).
DESCRIPTION LINE 2: DIRECT HIRE/MEDICAL OCCUPATION
 - 3) AUTHORITY CODE: BAC
DESCRIPTION LINE 1: GW002 (IT).
DESCRIPTION LINE 2: DIRECT HIRE/INFO TECH MGMT

- 4) AUTHORITY CODE: BAD
DESCRIPTION LINE 1: GW003 (IRAQI).
DESCRIPTION LINE 2: DIRECT HIRE/IRAQI RECONSTR EFFORTS
- 5) AUTHORITY CODE: BYO
DESCRIPTION LINE 1: OPM APPROVED
DESCRIPTION LINE 2: SINGLE AGY AUTH. DIRECT HIRE

5. **20030085** – Arizona State Taxes for 2004.

- A. **Purpose:** Update percentages for Arizona single and married marital status.
- B. **Validation:** Access TTAX and verify these entries for TAX CODE 'AZ':

1) MARITAL STATUS: S

NAO2040 FEDERAL AND STATE TAX TABLE - TTAX							
TAX CODE:	AZ_	MARITAL STATUS	S	FUNCTION	R	SPOT	SUPPLEMENTA
MARYLAND %:	_____	FILING STATUS	_			AWARDS	WAGES
		(DC/GA=J,S)	(NJ=A,B,C,D,E)			TAX %	FED TAX %
NAME:	ARIZONA_____	EX AMT:	_____			_3.00	_____
GROSS PAY OR			GROSS PAY OR				
FED WH	PERCENT	AMOUNT	FED WH	PERCENT	AMOUNT		
_____	10.000	_____	_____	18.200	_____		
_____	21.300	_____	_____	23.300	_____		
_____	29.400	_____	_____	34.400	_____		

FUNCTIONS: A= ADD C= CHANGE D= DELETE N= NEXT R= RETRIEVE							

2) MARITAL STATUS: M

NAO2040		FEDERAL AND STATE TAX TABLE - TTAX					
TAX CODE:	AZ_	MARITAL STATUS	M	FUNCTION	R	SPOT	SUPPLEMENTAL
MARYLAND %:	_____	FILING STATUS	_			AWARDS	WAGES
		(DC/GA=J,S)(NJ=A,B,C,D,E)				TAX %	FED TAX %
NAME:	ARIZONA_____	EX AMT:	_____			_3.00	_____
GROSS PAY OR			GROSS PAY OR				
FED WH	PERCENT	AMOUNT	FED WH	PERCENT	AMOUNT		
_____	10.000	_____	_____	18.200	_____		
_____	21.300	_____	_____	23.300	_____		
_____	29.400	_____	_____	34.400	_____		

FUNCTIONS:	A= ADD	C= CHANGE	D= DELETE	N= NEXT	R= RETRIEVE		

6. **20030086** – Update New York City (“001”) Tax Rates for 2004

A. **Purpose:** Change percentages for New York City tax code ‘001’ in TTAX.

B. **Validation:** Access TTAX and verify the following entries for TAX CODE ‘001’:

1) MARITAL STATUS: S

FEDERAL AND STATE TAX TABLE - TTAX					
TAX CODE: 001		MARITAL STATUS S	FUNCTION R	SPOT	SUPPLEMENTAL
MARYLAND %: _____		FILING STATUS _		AWARDS	WAGES
		(DC/GA=J,S)(NJ=A,B,C,D,E)		TAX %	FED TAX %
NAME: NYC - RES____		EX AMT: __38.50		_5.60	_____
GROSS PAY OR			GROSS PAY OR		
FED WH	PERCENT	AMOUNT	FED WH	PERCENT	AMOUNT
_____	_1.900	_____	_____308.00	_2.650	_____5.85
_____334.00	_3.100	_____6.58	_____577.00	_3.700	_____14.08
_____962.00	_3.900	_____28.31	_____2308.00	_4.000	_____80.81
_____3846.00	_5.200	_____142.35	_____5769.00	_8.080	_____242.35
_____7692.00	_5.200	_____397.73	_____19231.00	_5.600	_____997.73
FUNCTIONS: A= ADD C= CHANGE D= DELETE N= NEXT R= RETRIEVE					

2) MARITAL STATUS: M

```

NAO2040                FEDERAL AND STATE TAX TABLE - TTAX

1000 -----
TAX CODE:   001        MARITAL STATUS  M    FUNCTION  R    SPOT    SUPPLEMENTAL
MARYLAND %: _____ FILING STATUS   _                AWARDS    WAGES
                (DC/GA=J,S )(NJ=A,B,C,D,E)                TAX %    FED TAX %
NAME: NYC - RES____ EX AMT:  __38.50                _5.60    _____

GROSS PAY OR                GROSS PAY OR
FED WH    PERCENT    AMOUNT                FED WH    PERCENT    AMOUNT
-----
_____  _1.900    _____                _____308.00  _2.650    _____5.85
_____334.00  _3.100    _____6.58                _____577.00  _3.700    _____14.08
_____962.00  _3.900    _____28.31                _____2308.00  _4.000    _____80.81
_____3846.00  _4.000    _____142.35                _____5769.00  _9.660    _____219.27
_____7692.00  _5.200    _____405.04                _____19231.00  _5.600    _____1005.04

-----
FUNCTIONS:   A= ADD    C= CHANGE    D= DELETE    N= NEXT    R= RETRIEVE
    
```

7. **20030087** – Remove New York City, NONRESIDENT, from TTAX ("002")
 - A. **Purpose:** Delete New York City tax code '002' from TTAX.
 - B. **Validation:** Access TTAX and verify there is no entry for TAX CODE '002'.
8. **20030088** – Add table entries for SES Rank Awards, NOAC 849
 - A. **Purpose:** Add entries to tables TNOAC, TAUTH, RREQFLD, TAWDTYP, and TOPMMSG.
 - B. **Validation:**
 - 1) Access TNOAC and verify the presence of the following entry:
 - ACTION CODE: 849
 - SF50 REQUIRED: Blank
 - DESCRIPTION LINE 1: Blank
 - DESCRIPTION LINE 2: SENIOR CAREER EMPLOYEE RANK AWARD

- 2) Access TAUTH and verify the entries for AUTHORITY CODES 'V9N' and 'V9P' as shown below:

DESCRIPTION LINE 1: Blank
 DESCRIPTION LINE 2: 5 U.S.C. 4507A (C)

- 3) Access RREQFLD and verify these entries for NOAC '849', screens A, C, and L:

Screen A:

```

NPO2439          INSTALLATION REQUIRED FIELDS TABLE - RREQFLD

                FUNCTION: R          NOAC: 849__          SCREEN: A

C BIRTH DATE          C NAME (LAST, FIRST)          C NOAC NTE
_ NOAC2                C NOAC2 NTE                  R AUTH1
C AUTH2                C OPM TTL                    C TITLE CODE
C NASA TTL            C PDN                          C NCC
C SUPIND              C PAY PLAN                      C OCC CODE
C GRADE               C STEP                          C PAYBASIS

                C= CLOSED R= REQUIRED BLANK= OPTIONAL

-----
FUNCTIONS:  A= ADD  B= BROWSE  C= CHANGE  D= DELETE  N= NEXT  R= RETRIEVE
  
```

Screen C:

```

NPO2439          INSTALLATION REQUIRED FIELDS TABLE - RREQFLD

                FUNCTION: R          NOAC: 849__          SCREEN: C

_ COMMENTS            C AGENCY CODE                R APP DATE
_ SIGNATURE           _ REQUIRED 50                    _ PRINT STATUS
_ COMBINED

                C= CLOSED R= REQUIRED BLANK= OPTIONAL

-----
FUNCTIONS:  A= ADD  B= BROWSE  C= CHANGE  D= DELETE  N= NEXT  R= RETRIEVE
  
```

Screen L:

NPO2439			INSTALLATION REQUIRED FIELDS TABLE - RREQFLD		
FUNCTION: R			NOAC: 849__	SCREEN: L	
C	CUR RATING	C	CUR YEAR	C	CUR EFDATE
C	PR1 RATING	C	PR1 YEAR	C	PR1 EFDATE
C	PR2 RATING	C	PR2 YEAR	C	PR2 EFDATE
C	PR3 RATING	C	PR3 YEAR	C	PR3 EFDATE
_	AWARD CHK	R	AWARD YR	R	AWARD TYPE
R	AWARD AMOUNT	_	AWARD GROUP	_	AWARD BENEFIT AMOUNT
C	AWARD TIME OFF HRS	C	AWARD TIME OFF HRS LYTD	_	AWARD GROUP TEXT
_	AWARD BUDGET CODE	C	CUR PATTERN	C	PR1 PATTERN
C	PR2 PATTERN	C	PR3 PATTERN		
C= CLOSED R= REQUIRED BLANK= OPTIONAL					

FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE					

4) Access TAWDTYP and verify the following entry for Award Type 'Q.'

AWARD TYPE: Q

REMARKS: SENIOR CAREER RANK AWARD

5) Access TOPMMSG and verify the following entry for AWX.

THE AWARD TYPE MUST BE "Q" WHEN THE NOAC IS 849. (DECEMBER '03)

9. 20030089 – Change to TAUTH

A. **Purpose:** Change Legal Authority Code 'J8M' in TAUTH.

B. **Validation:** Access TAUTH and verify the descriptions for AUTHORITY CODE 'J8M'

DESCRIPTION LINE 1: Blank

DESCRIPTION LINE 2: PUB. L. 107-288

10. **20030100** – Update Maryland State Taxes for 2004

- A. **Purpose:** Add, change, and delete Maryland entries in TTAX.
- B. **Validation:** Access TTAX and verify the following entries for TAX CODE 'MD' for MARITAL STATUS 'S', 'M', and 'H':

MARYLAND %: 1.25	EX AMT: 92.30	SPOT AWARDS TAX %: 6.00
MARYLAND %: 2.25	EX AMT: 92.30	SPOT AWARDS TAX %: 7.00
MARYLAND %: 2.60	EX AMT: 92.30	SPOT AWARDS TAX %: 7.35
MARYLAND %: 2.65	EX AMT: 92.30	SPOT AWARDS TAX %: 7.40
MARYLAND %: 2.85	EX AMT: 92.30	SPOT AWARDS TAX %: 7.60
MARYLAND %: 2.95	EX AMT: 92.30	SPOT AWARDS TAX %: 7.70
MARYLAND %: 3.00	EX AMT: 92.30	SPOT AWARDS TAX %: 7.75
MARYLAND %: 3.10	EX AMT: 92.30	SPOT AWARDS TAX %: 7.85
MARYLAND %: 3.20	EX AMT: 92.30	SPOT AWARDS TAX %: 7.95

Each of the following fields will be blank:

GROSS PAY OR FED WH
PERCENT
AMOUNT

11. **20030104** – Addition to TDEGSCH

- A. **Purpose:** Add school code 'CH00000C' to TDEGSCH.
- B. **Validation:** Access TDEGSCH and verify the presence of the following entry:

SCHOOL CODE: CH00000C
SCHOOL NAME: BEIJING UNIVERSITY, BEIJING, CHINA

12. **20030105** – Delete PND edit from TOPMMSG

- A. **Purpose:** Delete message number 'PND' in TOPMMSG.
- B. **Validation:** Access TOPMMSG and verify there is no entry for 'PND.'

13. **20030106** – Additions to TEDGSCH

- A. **Purpose:** Add school codes 'IN00000Y' and '36002720' to TDEGSCH.
- B. **Validation:** Access TDEGSCH and verify the following entries:

- 1) SCHOOL CODE: IN00000Y
SCHOOL NAME: STELLA MARIS COLLEGE, MADRAS, INDIA
- 2) SCHOOL CODE: 36002720
SCHOOL NAME: EXCELSIOR COLLEGE, ALBANY, NEW YORK

14. **20030107** – Update holiday schedule for 2004

A. **Purpose:** Update THOLIDAY with the 2004 holiday schedule.

B. **Validation:** Access THOLIDAY and verify the following:

```
NAO2015                HOLIDAY TABLE -- THOLIDAY                1

FUNCTION CODE  R  R OR C

PAY PERIODS FOR YEAR  2004

ENTER AN H BELOW THE PAY PERIOD IF IT CONTAINS A NASA HOLIDAY

ENTER AN M BELOW IF THE HOLIDAY IS THE FIRST MONDAY OF THE PAY PERIOD

1  2  3  4  5  6  7  8  9  10  11  12  13  14  15
H  H  H  _  H  _  _  _  _  _  _  _  M  _  H

16 17 18 19 20 21 22 23 24 25 26 27
_  _  _  _  M  _  H  _  H  H  _  _

PF1=  HELP                PF3=  PREV SCREEN                PF12=  END
```

15. **20030112** – Update Military Deposit Interest rate for 2004.

A. **Purpose:** Update TMILINT with the 2004 interest rate.

B. **Validation:** Access TMILINT and verify that the INTEREST RATE for 004 is 0.03875.

16. **20030117** – Update FICA Deduction for 2004

A. **Purpose:** Update TRETIR with the 2004 amount for FICA Maximum salary.

B. **Validation:** Access TRETIR and verify that:

FICA MAX SALARY is 87900.00 for all Retirement Codes;
FICA MAX DEDUCTION is 5449.80 for Retirement Codes C, E, K, M, N, R, T,
and 2; and
FICA MAX DEDUCTION is blank for Retirement Codes 1, 4, and 6.

17. **20030122** – Update the Employee Maximum Rate for 2004.

A. **Purpose:** Update the employee maximum rate in TRETIR.

B. **Validation:** Access TRETIR and verify that:

EMPL MAX RATE for CSRS employees is 0.0900.
EMPL MAX RATE for FERS employees is 0.1400.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
TABLES RELEASE 2.7**

The purpose of this release is to implement the changes allocated to tables release 2.7 described below.

TABLES RELEASE 2.7

RC 1620s IMPLEMENTED

CCR	Description	Table
20030075	Addition to TAGENCY Table	TAGENCY
20030076	TSP Max Increase for 2004	TRETIR
20030077	Add Entry to RAPPENDU for KSC	RAPPENDU
20030082	Additions/Changes to TAUTH	TAUTH
20030085	AZ State Taxes for 2004	TTAX
20030086	NYC ("001") Tax Rates 2004	TTAX
20030087	Remove NYC – NONRESIDENT, TTAX ("002")	TTAX
20030088	New NOAC for SES Rank Awards	TNOAC TAUTH RREQFLD TAWDTYP TOPMMSG
20030089	Change to TAUTH	TAUTH
20030100	Maryland State Tax 2004	TTAX
20030104	Addition to TDEGSCH	TDEGSCH
20030105	Delete PND Edit	TOPMMSG
20030106	Additions to TDEGSCH	TDEGSCH
20030107	Update Holidays for 2004	THOLIDAY
20030112	Update Military Dep Int rates for 2004	TMILINT
20030117	Update FICA Deduction	TRETIR
20030122	Update Employee Maximum Rate	TRETIR

***** RECORD COUNT = 17

APPENDIX D
INSTALLATION INSTRUCTIONS

INSTALLATION INSTRUCTIONS FOR NPPS TABLE RELEASE 2.7

Introduction

Release Identification:

System Name - NPPS
Release Number - Release 2.7
Release Date - 12/11/03

Release Implementation Date: This release must be implemented after a Payroll Initialization (job CA00006) is run.

Release Inventory:

Dataset Names:

The following datasets are located on the transient storage DASD volumes under the following data sets names:

- MSMOV.NPPS.PROD.R270.R1203.TBL

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

Installation is to occur in the following sequence:

- 1.0 Backup Existing Data
- 2.0 Install Core Tables
- 3.0 Special Instructions

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 INSTALL CORE TABLES

Perform the following procedures to implement the modifications to NPPS Core Tables.

Load NPPS tables from MSMOV.NPPS.PROD.R270.R1203.TBL into the ADABAS table files NPS2-PER-TABLES (file #237, 19438 records) and NPS2-PAY-TABLES (file #230, 1113 records) using the ADABAS ADASAV utility.

```
ADASAV RESTORE OVERWRITE  
ADASAV FMOVE=230,237
```

3.0 SPECIAL INSTRUCTIONS

3.1 UPDATE NORMAL BASE LINE

Execute normal recalculation job, CA00009, to recalculate the normal base line.

3.2 UPDATE NPPS RELEASE NUMBER

The following process will update the NPPS table release numbers.

1. Execute program TOOLVRSN from the Natural Command line.
2. Enter "2.7" for table version. The software version remains the same.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.