

VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

9.2

PrISMS Contract

Date: January 28, 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 9.2**

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NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 9.2**

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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 **9.2**

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 **9.2**, 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)

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 9.2 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 9.2 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 Administrative Systems
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 9.2
PERSONNEL & PAYROLL**

1. **200310103**

- A. **Purpose:** Modify Personnel Action processing to enable specified “conversion” fields on CAPPs screen 11 to be cleared.
- B. **Test Procedure:**
 - 1) Identify an employee with data in the conversion (CVNRSN ACTION) fields on PERACT screen 11.
 - 2) Using a NOAC 991 enter a ‘9’ or ‘.’ in the CVNRSN ACTION AUTH1, AUTH2 and NOAC fields. Enter ‘9’ in the CVNRSN ACTION EFDATE field.
 - 3) Mature the transaction.
- C. **Validation:** Verify that the specified fields on the PERMAST screen (Screen 11) are blank. The fields are CVNRSN ACTION fields AUTH1, AUTH2, EFDATE, and NOAC.

2. **20030118**

- A. **Purpose:** To create an annual file of tax information as required by the State of Maryland.
- B. **Test Procedure:**
 - 1) Identify employees whose tax state is Maryland on their FTAX screen in more than one center. Employees may be active or inactive but must have Maryland monies.
 - 2) Using BJSMM run CA00046 for the centers selected.
 - 3) Using BJSMM run CA00408 for the centers selected.
- C. **Validation:**
 - 1) Verify the dataset record layout with the SRS Appendix N changes.
 - 2) Verify that the money amounts in the dataset match the money amounts for the Maryland section of Report 408.

3. **20030125**

- A. **Purpose:** Modify Personnel Mature and CA00003 to use the newly mandated Maximum overtime for applicable employees.
- B. **Test Procedure:**
 - 1) Select an exempt employee, non-exempt employee, and a paid daily employee, a wage board employee (PAY-JOB-SERIES = '1'), an executive service employee, a senior executive service employee, and an employee who is currently over the max and being cutback on their biweekly pay.
 - 2) Mature an 894 transaction changing each employee's pay.
- C. **Validation:** Verify that the OT RATE field on the PERSON screen now contains the greater of (1) one and one-half times the minimum hourly rate of basic pay for GS-10 (including any applicable special salary rate, locality rate of pay, or special pay adjustment for law enforcement officers), or (2) the employee's own hourly rate of basic pay (including any applicable special salary rate, locality rate of pay, or special pay adjustment for law enforcement officers) for only exempt employees and excluding the non-exempt employee, the paid daily employee, the wage board employee, the executive service employee, and the senior executive service employee. The employee who is currently over the max and being cutback on their biweekly pay, assuming they are not already excluded by other factors, should be changed.
- D. **Test Procedure:** Give the identified employees who can earn overtime good time cards with overtime hours.
- E. **Validation:** Verify on the QREG Screen that the employee's who received overtime were paid using the OT RATE on the PERSON screen.
- F. **Test Procedure:** Go the ADJ screen and enter overtime hours for applicable employees.
- G. **Validation:** Verify on the ADJ screen that the overtime amount is equal to the overtime hours entered multiplied by the OT RATE on the bottom of the ADJ screen. The overtime rate on ADJ will match the OT RATE on the PERSON screen.
- H. **Test Procedure:** Run tool NPTL0062.
- I. **Validation:** Verify that all applicable employees' OT RATE on the PERSON Screen have been converted to the greater of the two identified rates.
- J. **Validation:** Verify that all applicable employees' PERIOD-1.1 through PERIOD-1.7 compensatory time RATE buckets have been converted to match the OT RATE on the PERSON Screen.

4. **20040002**

- A. **Purpose:** Modify the TSP Screen, TSPADJ Screen, and the TRANSIN Screen to use the pay date to calculate TSP Catch-Up age.
- B. **Test Procedure:**
 - 1) Identify an employee who will turn 50 in the year 2004.
 - 2) Set the CTLPAY screen so the beginning and ending pay period dates are in 2003, but the TSP EFFDATE is in 2004.
 - 3) Give the employee a TSP Catch-Up deduction on the TSP Screen.
 - 4) Give the employee a TSP Catch-Up adjustment on the TSPADJ Screen.
 - 5) Give the employee TSP Catch-Up money on the TRANSIN Screen.
- C. **Validation:** No age-related error messages should be received on the TSP, TSPADJ, or TRANSIN Screens.

5. **20040005**

- A. **Purpose:** Run a tool to update the Alternate Percent on the FTAX Screen for Maryland employees based on a new zip code/county listing.
- B. **Test Procedure:**
 - 1) Get a copy of the hardcopy zip/county listing.
 - 2) Use the Maryland employees identified in 20030118 and make sure they have a valid zip code on their ADDR screen for home address. The zip code should be one on the listing.
 - 3) Run NPTL0061.
- C. **Validation:** Verify that for each identified employee the ALTERNATE % field on the FTAX Screen matches the applicable TTAX Maryland Alternate Percent entry.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 9.2**

The purpose of this release is to implement the changes allocated to software release 9.2 described below.

SOFTWARE RELEASE 9.2

RC 1620s IMPLEMENTED

CCR	Description
20030103	Blank Out CAPPs Conversion Data
20030118	Maryland State Tax Interface
20030125	Change to Overtime Cap
20040002	Employees Turning 50 Cannot Enter TSPCU
20040005	Changes to MD Alternate Percent – Tool

******* RECORD COUNT = 05**

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM RELEASE DESCRIPTION SOFTWARE RELEASE 9.2

Introduction

Release Date – January 28, 2004

Release Inventory:

Dataset Names:

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

- MSMOV.NPPS.PROD.R920.R0104.SRC

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 9.2, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R920.R0104.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	1
Helproutines	0
Subroutines	0
Subprograms	0
Local/Param Data Areas	0
Programs	12
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	13
Total Views Unloaded	0
Total Objects Read	13
Total Object Unloaded	13

2.2 List of Source Code Modifications

The following is a list of all modules that were changed for the software release 9.2.

MODULE	Description
NAO1237	TSP
NAO1261	TSPADJ
NAO1444	TRANSIN
NAO3140A	TAEDIT – Gross Pay
NEO1900M	PERACT Screen M Edits
NEO3130	Personnel Mature Payroll Update
NEO3250	Personnel Master Update

RELEASE PROGRAMS (NEW) ==> 07

2.3 List of Source Code Additions

The following is a list of all modules that were created for the software release 9.2.

MODULE	Description
NAB6046	Generate Annual MD Wage Tape
NAB6046B	Generate Annual MD Wage Tape
NAM6046	Map for NAO6046P
NAO6046P	Parameter pgm for CA00046
NPTL0061	MD Alt Pct Change
NPTL0062	Update OT RATE on PERSON Screen and & 7 RATE buckets on CT screen

RELEASE PROGRAMS (NEW) ==> 06

2.4 List of Source Code Deletions

Not applicable

3.0 PRE-PREDICT DATA CONVERSION

Not applicable

4.0 INSTALL PREDICT

4.1 Data Dictionary Changes

Not applicable

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	15

4.1.2 Storage Considerations

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

4.1.3 Physical File Changes

Not applicable

5.0 INSTALL DATA GLOSSARY

Not applicable

6.0 CATALOG SOURCE CODE

When installing software release 9.2, 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/BJX/Xerox MODIFICATIONS

JCL/BJX

JOB: CA06046 (Maryland State Tax Interface)

- New JCL Stream
- New Job Record
- New Report Record
- Copy given to CPO
- Will run BJSMM
- First Output dataset contains report
- Second Output dataset will be sent to state of MD

Tool: NPTL0061 – TSO ONLY JCL (Convert MD Alt Pct)

- New JCL Stream
- Copy given to CPO
- TSO run only
- Output dataset contains report

Tool: NPTL0062 – TSO ONLY JCL (Update PERSON Screen)

- New JCL Stream
- Copy given to CPO
- TSO run only
- Update the OT RATE Field on the PERSON Screen and the RATE field for the seven CT buckets (PERIOD-1.1 through PERIOD-1.7) on the CT screen

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 9.2, enter "9.2" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

NPO2319
NASA

UPDATE BJM REPORT LIST

FUNCTION **A** REPORT NO. **546** JOB NO. **CA00046**

REPORT TITLE NPO2347 UPDATE JOB DIRECTORY

HARDCOPY FORM NUMBER	SIMPLEX OR DUPLEX	PRINT RECIP LIST	TOTAL PRINT COPIES	PRIVATE LABEL
STD	S	Y	1	_

MESSAGE _____

----- PRINTER CONTROL FORMAT INSTRUCTIONS -----

(H=HARDCOPY, T=TAPE, S=SPECIAL,

NPO2320
NASA

REPORT DIRECTORY RECIPIENT UPDATE

REPORT NO. **546** JOB NO. **CA00046**

REPORT TITLE NPO2347 UPDATE JOB DIRECTORY

MARK CHNG	NO	NAME	ADDRESS	COPIES	ASSEMBLY INSTRUCTIONS
	1	DEVELOPMENT	CSC 4485 114	1	
-					
-					
-					
-					
-					
-					
-					
-					
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10.0 INSTALLATION CHECKLIST

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