

VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM

Software Release

9.3

PrISMS Contract

Date: February 23, 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 9.3**

Approved by

02/23/04

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TABLE OF CONTENTS

Section	Page
1. INTRODUCTION.....	1 - 1
1.1 IDENTIFICATION OF THE RELEASE.....	1 - 1
1.2 PURPOSE OF THE RELEASE.....	1 - 1
1.3 SCOPE OF THE RELEASE.....	1 - 1
1.4 CONTACT POINTS	1 - 2
2. FUNCTIONAL INFORMATION	2 - 1
2.1 FUNCTIONAL CHANGES	2 - 1
2.2 FUNCTIONAL INTERFACES	2 - 1
2.3 CRITICAL ISSUES	2 - 1
2.4 AFFECTED DOCUMENTS.....	2 - 1
2.5 APPLICATION SYSTEM ADMINISTRATION.....	2 - 1
3. TECHNICAL INFORMATION.....	3 - 1
3.1 TECHNICAL SYSTEM INTERFACES	3 - 1
3.2 DATA DICTIONARY CHANGES.....	3 - 1
3.3 SOFTWARE OBJECT CHANGES.....	3 - 1
3.4 DATABASE ADMINISTRATION	3 - 1
3.4.1 RELEASE DATASET NAMES.....	3 - 1
3.4.2 INVENTORY OF OBJECTS	3 - 1
3.4.3 STORAGE CONSIDERATIONS.....	3 - 1
3.4.4 INSTALLATION PROCEDURES.....	3 - 1
3.5 OPERATIONAL PREPARATION.....	3 - 2

APPENDICES

Appendix		Page
A	ABBREVIATIONS AND ACRONYMS	A - 1
B	GLOSSARY	B - 1
C	FUNCTIONAL CHANGE VALIDATION PROCEDURES.....	C - 1
D	INSTALLATION INSTRUCTIONS	D - 1

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 **9.3**

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 **9.3**, 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-10, NPPS User and Operations Guide (UOG)
- NPPS WebTADS Interface and 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 9.3 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 9.3 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 9.3
PERSONNEL & PAYROLL**

1. **20030111**

A. **Purpose:** Modify Leave & Earnings Statements to clarify Use/Lose reporting for Comp Time and Extended Comp Time

B. **Test Procedure:**

- 1) Set up or identify the necessary three (3) basic test cases.
- 2) Case 1: Comp Time Hrs in Period 1-5 (per screen CT);
- 3) Case 2: Extended Comp Time record in EXTCT with
Some number of Extended CT hours
Earned Date 12 Pay Periods prior to the current Pay Period
Original Forfeit Date 5 Pay Periods prior to the current Pay Period
Extended Thru Date equal to current Pay Period End date plus 28 days
- 4) Case 3: Extended Comp Time record in EXTCT with
Some number of Extended CT hours
Earned Date 18 Pay Periods prior to the current Pay Period
Original Forfeit Date 11 Pay Periods prior to the current Pay Period
Extended Thru Date equal to current Pay Period End date plus 28 days
- 5) Give each test employee a “good” time card via TAEDIT.
- 6) Schedule / run / print Leave & Earnings Statements for the test employees.

C. **Validation:** Verify the following for each case described above.

- 1) Case 1: CT Hours are now in Period 1-6 and the L & E reports no Use/Lose date for these CT hours.
- 2) Case 2: L & E reflects (in the “Comp Time” section) the Extended CT hours because these hours are still within the 14 pay period window of time allowed for them to be used or lost.
- 3) Case 3: L & E reflects (in the “Extended Comp Time” section) the Extended CT hours to be lost if not used by the Extended Thru Date because are 18 pay periods old and thus outside the 14 pay period window.

2. **20030114**

A. **Purpose:** Modify the WebTADs Interface to include four new fields in the EMPREC file.

B. **Test Procedure:**

- 1) Set up or identify employees who meet at least one of the following criteria.

Comp Time Hours balance greater than zero
Comp Time Use/Lose Hours greater than zero
Military Leave balance greater than zero
Annual Leave Use/Lose balance greater than zero

- 2) Give each employee a "good" time card via TAEDIT.
- 3) Schedule / run / print Leave & Earnings Statements for the test employees.
- 4) Run the WebTADS interface batch job.

C. **Validation:** Verify Comp Time Hours balance, Comp Time Use/Lose Hours, Military Leave balance, and Annual Leave Use/Lose balance are correct on the L & E Statements and the WebTADS Interface file.

- 1) Comp Time Hrs balance should appear on the L & E in field 298 and on the file in positions 406-412.
- 2) CT Use/Lose Hrs should appear on the L & E in field 285 and on the file in positions 413-419.
- 3) Military Leave balance should appear on the L & E in field 334 and on the file in positions 420-426.
- 4) Annual Leave Use/Lose Hrs should appear on the L & E in field 238 and on the file in positions 427-433.

3. **20030120**

A. **Purpose:** Implement processing to support Nebraska state tax.

B. **Test Procedure:** Set up the appropriate Nebraska Pay Tables in TTAX as defined in the VDD for Tables Release 2.8.1. Note that Nebraska only uses Marital Statuses "M" and "S." Also set up the appropriate entry for Nebraska in TEMPRID as necessary.

- 1) Using FTAX, set up a test employee for Tax Code "NE."
- 2) Give the employee a "good" time card via TAEDIT.

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

4. **20030128**

- A. **Purpose:** Implement processing to support Montana state tax.
- B. **Test Procedure:** Set up the appropriate Montana Pay Tables in TTAX as defined in the VDD for Tables Release 2.8.1. Note that Montana requires Marital Status = blank. Also set up the appropriate entry for Nebraska in TEMPRID as necessary.
 - 1) Using FTAX, set up a test employee for Tax Code "MT."
 - 2) Give the employee a "good" time card via TAEDIT.
- C. **Validation:** Verify the tax deductions (per QREG) for Montana meet requirements defined in SRS, Appendix L.

5. **20030135**

- A. **Purpose:** Modify Time and Attendance processing to report FSA amount on the YTDDED1 screen for specified Ohio city tax codes.
- B. **Test Procedure:**
 - 1) Set up or identify an employee with State Tax Code = "OH," City Tax Code = 003, 004, or 005 and deductions for FSA HC and DC.
 - 2) Give the employee a "good" time card via TAEDIT.
- C. **Validation:** Verify YTDDED1, screen 7, reflects the appropriate FSA City Tax amounts for MTD, QTD, and YTD.

6. **20040004**

- A. **Purpose:** Modify California state tax processing for 2004.
- B. **Test Procedure:** Modify the appropriate California Pay Tables for 2004 in TTAX as defined in the VDD for Tables Release 2.8.1.
 - 1) Using FTAX, set up a test employee for Tax Code "CA."
 - 2) Give the employee a "good" time card via TAEDIT.
- C. **Validation:** Verify the tax deductions (per QREG) for California meet requirements defined in SRS, Appendix L.

7. **20040013**

- A. **Purpose:** Update table TDEGFLD table and Personnel Master file as specified by the OPM Program Data Standard. Note that the updated table is in tables Release 2.8.1.
- B. **Test Procedure:**
 - 1) Run the tool, NPTL0063, to update the Degree Field values in the Personnel Master file.
 - 2) Run the tool, NPTL0067, to update the Degree Field values in any suspended Personnel actions.

C. Validation:

- 1) Verify the updated Degree Field values in the Personnel Master file meet OPM requirements.
- 2) Verify the converted Degree Field values in suspended Personnel actions meet OPM requirements.

**NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 9.3**

The purpose of this release is to implement the changes allocated to software release 9.3 described below.

SOFTWARE RELEASE 9.3

RC 1620s IMPLEMENTED

CCR	Description
20030111	L&E U/L Date for CT No Longer Meaningful
20030114	New WebTADS-EMPREC Fields
20030120	Nebraska State Tax
20030128	Montana State Tax
20030135	Fix FSA for OH Cities
20040004	California State Tax
20040013	Changes to degree field codes - Tools

***** RECORD COUNT = 07

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM RELEASE DESCRIPTION SOFTWARE RELEASE 9.3

Introduction

Release Date – February 23, 2004

Release Inventory:

Dataset Names:

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

- MSMOV.NPPS.PROD.R930.R0204.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 9.3, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R930.R0204.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	0
Helproutines	0
Subroutines	0
Subprograms	0
Local/Param Data Areas	0
Programs	13
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 9.3.

MODULE	Description
NAB5223	WebTADS Interface of Employee Data
NAB555	Leave and Earnings Statement
NAB6080B	Normals Recomputation
NAO1241	Federal / State Taxes
NAO2040	Tax Table Maintenance
NAO3150C	Net Pay
NAO3150D	Net Pay
NAO3160B	Backout
NAO9101	Normals Gross, Federal Tax...
NAO9120P	Calc state tax: CA, NE
NEO3140	Award Processing; Online Mature

RELEASE PROGRAMS (MOD) ==> 11

2.3 List of Source Code Additions

MODULE	Description
NPTL0063	Upd PER-MASTER fields PER-HIFLD, -SECFLD, -THRFLD, -FOUFLD and -COOPFLD degree codes.
NPTL0067	Update PER-SUSPENSE records convert old codes.

RELEASE PROGRAMS (ADD) ==> 2

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

Not applicable

4.1.2 Storage Considerations

Not applicable

4.1.3 Physical File Changes

Not applicable

5.0 INSTALL DATA GLOSSARY

Not applicable

6.0 CATALOG SOURCE CODE

When installing software release 9.3, 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

Tool: NPTL0063 – TSO ONLY JCL (Convert PER-MASTER degree field codes)

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

Tool: NPTL0067 – TSO ONLY JCL (Convert PER-SUSPENSE degree field codes)

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

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 9.3, enter "9.3" for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

9.2 NPPS Tables Updates

The following tables changes must be in place to support this release. These updates will be released with NPPS Tables Release 2.8.1 and further information on them can be found in the applicable VDD.

New states (Montana and Nebraska) are being added to NPPS. The TTAX tables will be updated via NPPS Tables Release 2.8.1. The TEMPRID tables must be updated manually as must the FTAX screen to enter these states for tax purposes for applicable employees.

TTAX: Montana (MT)
 Nebraska (NE)
 California (CA)

TDEGFLD

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