

CAPPS HR/Payroll  
Governance Approved Enhancements  
Date of Report: 1/29/16

Service/Support Request (SR) Information

Governance Priority	SR #	Requesting Agency	Product	Impacts All Agencies	Module	Priority	Level of Effort	Short Description	Long Description	Proposed Solution (How it would work/Customization Overview)	Status	Status Notes (additional Status information)
1	136	All	HR Reporting	Yes	HR Human Resources	High	Large	Staffing Forecast Report	This report displays an agency's filled, vacant, and closed positions for the requested fiscal year. The budget information includes budgeted annual salary, expenditures-to-date, projected expenditures, and projected lapse. The report lists the position records assigned to each organization code, followed by activity, program, and division totals. Agency totals are also provided.	Develop a report for use by an agency.  USPS report reference is 165.	System Test	
2	142	All	HR Reporting	Yes	HR Human Resources	High	Large	Active Employee Listing	Find Active Employees-This report displays each employee's primary assignment, and other personnel and payroll information such as address, salary and employment data.	HSAS0410 report could be adapted to partially meet this need.  USPS report reference is 168.	System Test	
3	144	OCA/SPA	HR Reporting	Yes	HR Human Resources	High	Large	Quarterly FTE and Mgmt. to Staff Ratio Reporting	USPS agencies use a management to staff ratio (MSR) indicator as a key to determine their agency's management to staff ratio. The State Auditor's Office requires this information to be reported in their online system quarterly. CAPPS will convert the MSR Indicator to the Supervisor Level field on position. The existing report created for CAPPS does not consider the Supervisor Level, and must use this in conjunction with the "Reports To" to provide the tools necessary for the agency to report required information to the SAO.	USPS report references are 509 and 761.  Customization will Modify HCM-5008 to include using supervisor level on position. Agencies run this report.	Completed	Migrated to Production 12/11/2015
4	146	All	HR Reporting	No	HR Human Resources	High	Small	Personnel Changes	This report displays all employees who have had any of the following reason codes: 001-003, 008-009, 020-031, A23, 034, and 040-049.	Develop a report for use by an agency.  USPS report reference is 197.	System Test	
5	224	OCA/SPA	HR Reporting	No	Payroll	High	Large	Multi Worksite report on Quarterly Wages	A tax report on quarterly wages by county and pay periods for each agency.	Adapt the CAPPS Tax004 to be multi-tenant	Assigned	
6	225	All	HR Reporting	No	Payroll	High	Medium	CAPPS TX EE/ER Tax Difference report	A report is needed to identify employee and employer taxable difference amounts (OASDI/Medicare taxable gross/tax amounts).	Adapt the CAPPS Tax Difference report to meet state standards	Re-work	Security roles need updating
7	221	DIR, OCA	HR Reporting	No	TL Time and Labor	High	Medium	Query on Contingent Worker Reported Tim	Query to list Contingent Workers by hire and termination date, and hours worked per day ( based on date parameter).	Query	Re-work	Security roles need updating

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8	227	All	HR Reporting	No	Payroll	High	Medium	CAPPS TX Negative Tax Balance report	A report is needed to show employees whose QTD/YTD tax balances are negative. This provides early detection and allows for the entry of corrective balance adjustments throughout the year.	Adapt the CAPPS TX Neg Tax Balance report to meet standards	Re-work	Security roles need updating
9	228	DMV	HR Reporting	No	Commitment Accounting, Position Control	High	Large	Payroll Expenditures by Position report	A report is needed to show payment expenditures by the Position based on payroll details. This may be modeled after USPS report 153. This report displays payment and deduction data (gross to net) for each employee for the current payroll at sub-deduction level. This includes any adjustments or cancellations processed on that payroll. Current, MTD and YTD totals are provided on a summary page along with the number of transactions processed.	Report	Re-work	Additional research needed
10	226	All	HR Reporting	No	Payroll	High	Medium	CAPPS Employees Not Paid report	A report is needed to show employees not paid for Company/Pay Group/Pay End Date.	Adapt the CAPPS TX Employee Not Paid report to meet standards	Re-work	Security roles need updating
11	222	OCA	HR Reporting	No	TL Time and Labor	High	Medium	Projected Conversion Hours Agency	Create a query or report to show the projected conversion hours for the entire agency. Agency will utilize for advance notification of employees time scheduled to be converted. The existing FYE Annual Leave Conversion Report shows the values that are updated with the process, but does not provide a projected report.	Query or Report	In Work	Development 90% complete.
12	223	OCA	HR Reporting	No	TL Time and Labor	High	Medium	Employee Expiring Time for Agency	Create a query to show expiring Time for entire agency. Agencies will utilize to inform employees, in advance, of their time to be expired.	Query	In Work	Development 60% complete--multi-tenancy being coded & tested.