

CAPPS HR/Payroll  
Governance Approved Enhancements  
Date of Report: 05/17/17

Service/Support Request (SR) Information

Governan c e Priority	SR #	Impacts All Agencies	Module	Priorit y	Level of Effort	Short Description	Long Description	Proposed Solution (How it would work/Customization Overview)	Status; *=Updates	Status Notes (additional Status information); *=Updates
1	3189	Yes	Recruit	High	Mediu m	Allow multiple job codes and associated salary admin plan/grades on requisition, and indicate selected job code on job offer	In some cases, agencies have a need to post a job opening for multiple position numbers for a range of job codes/salary grades. Typically this occurs when a position may be filled at different levels within a career track or certification program based on the selected candidate's qualifications. New fields would be added on the requisition to capture all possible job codes/salary grades. A new field for the job code would be created on the offer to capture the actual job code for which the offer will be made. The additional job codes and/or salary grades will be displayed to the candidates on the job posting career sections.	In order to capture the elements on the job requisition, new fields are desired. By configuration, the TM team may add new user-defined fields (UDFs) on the requisition to capture all possible job codes and salary grades. The job codes should not cross to another salary admin plan. A UDF for the job code is desired on the offer to capture the actual job code for which the candidate will receive an offer. Optionally, the additional job codes and/or salary grades can be displayed to the candidates on the job posting career sections, or the agencies should indicate the details in the job description and/or qualifications sections on the job posting.	Acceptance Test	*Ticket moved to Acceptance Test on 5/15/17
2	3188	Yes	Recruit	High	Mediu m	WorkInTexas applicant responses to requisition-specific screening questions	Agencies need a way to more easily identify applications submitted through (WIT). This will allow agencies to identify groups of applicants and send communications to complete any additional screening questions within CAPPS Recruit. A new field, which will automatically update when an application is interfaced from WIT, will be configured. This field will be included in the grid view and could be used to filter/select only those applications. Additionally, a message template will be created that can be used to request the additional screening questions be completed.	Configure a user-defined field (UDF) in CAPPS Recruit. When the WorkInTexas Applicant interface processes in candidates and their job submissions, it automatically updates the UDF to indicate that job submission as one that came from WorkInTexas. By configuration, include the new field in the grid for the list of candidates on a requisition. As part of an agency's business process, use the Send Correspondence feature to send an email from a new template to the WorkInTexas candidates requesting they log into CAPPS and complete the screening questions.	In Work	Ticket moved to In Work on 2/2 2017
3	1354	Yes	Recruit	High	Low	Turn on Notification for Expired Posting	Please turn on the Standard Notification for an Expired Posting	Turn on the Standard Notification for expired postings.	Acceptance Test	*Ticket moved to Acceptance Test on 5/5/17

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4	3195	Yes	Recruit	Low	Low	Change default view to only display submitted apps	Update the configuration so that Recruit and hiring manages only see completed job submissions in the candidate grid view; incomplete submissions would no longer display.	A configuration setting controls whether or not the Recruit users can see the incomplete job submissions. To address this, the TM team can update the configuration (Taleo Recruit Settings > Display Incomplete Application - Currently set to Yes, other option is No) to hide the draft submissions.	Acceptance Test	*Ticket moved to Acceptance Test on 5/17/17
5	3192	Yes	Recruit	Low	Low	Communicate job requisition cancellation to candidate	Create a correspondence message template that will be available for agencies to use to notify candidates that a job requisition has been cancelled. Agencies may edit the outgoing correspondence message to include specific details if needed, such as if the candidates will be considered for another job requisition.	Create a correspondence message template that will be available for agencies to use to notify candidates that a job requisition has been cancelled. Agencies may edit the outgoing correspondence message to include specific details if needed, such as if the candidates will be considered for another job requisition.	Acceptance Test	*Ticket moved to Acceptance Test on 5/15/17
6	3194	Yes	Recruit	Low	Low	Communicate possible future consideration to candidates	Create a correspondence message template that will be available for agencies to use to notify candidates that they may be considered for future positions if they were not selected for the current requisition. Agencies may edit the outgoing correspondence message if needed.	Create a correspondence message template that will be available for agencies to use to notify candidates that they may be considered for future positions if they were not selected for the current requisition. Agencies may edit the outgoing correspondence message if needed.	Acceptance Test	*Ticket moved to Acceptance Test on 5/15/17
7	3193	Yes	Recruit	Low	Low	Communicate screening/testing needs to candidate	Create a correspondence message template that will be available for agencies to notify candidates of upcoming screening or testing relating to a job requisition for which they are in consideration. Agencies may edit the outgoing correspondence message to include specific details of the screening or testing if needed.	Create a correspondence message template that will be available for agencies to notify candidates of upcoming screening or testing relating to a job requisition for which they are in consideration. Agencies may edit the outgoing correspondence message to include specific details of the screening or testing if needed.	Acceptance Test	*Ticket moved to Acceptance Test on 5/15/17
8	3190	Yes	Recruit	Low	Low	Change travel percentage options	Update configuration of the travel percentage label to indicate that the travel percentage values are "up to" or "less than" a certain percentage. The existing drop down values will stay in place (No / 10% / 25% / 50% / 75% / 100%), the label will change to clarify the percentage values.	Update configuration of the travel percentage label to indicate that the travel percentage values are "up to" or "less than" a certain percentage.	Acceptance Test	*Ticket moved to Acceptance Test on 5/15/17

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9	3191	Yes	Recruit	Medium	Low	Additional screening steps in Recruit process	Adjust the Candidate Selection Workflow (CSW) configuration to add additional statuses in the HR Screen and HM Screen steps to facilitate the agencies tracking multiple screening levels.	Adjust the Candidate Selection Workflow (CSW) configuration to add additional statuses in the HR Screen and HM Screen steps to facilitate the agencies tracking multiple screening levels.	Acceptance Test	*Ticket moved to Acceptance Test on 5/15/17