CAPPS HR/Payroll
Governance Approved Enhancements
Date of Report: 09/27/17

Service/Support Request (SR) Information

Governance Priority	SR #	Impacts All Agencies	Module	Priority	Level of Effort	Short Description	Long Description	Proposed Solution (How it would work/Customization Overview)	Status; *=Updates	Status Notes (additional Status information); *=Updates
1	3188	Yes	Recruit	High	Medium	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.	Pending Prod Approval	This SR had two parts: 1) create new message for WIT applicants to answer supplemental questions; 2) auto-send new message to WIT applicants. Part 1 is complete and in Prod as of 6/22/17. Part 2 still under assessment.
2	**1842**	Yes	TL Time and Labor	Medium	Small	Add field to query TX_TL_NA_ACTIVE_EMPL	CPA would like to have public query TX_TL_NA_ACTIVE_EMPL updated to include the Dept_ID field.	Add Dept_ID to query.	***Completed**	
3	**2235**	Yes	TL Time and Labor	Medium	Small	Add Empl Name/Wrkgrp type TX_TL_REPORTED_TIME ALL	to expedite report and for monitoring purposes, please add Employee Name and Workgroup type to: TX_TL_REPORTED_TIME_ALL	Add employee name and workgroup	***Completed**	
4	1568	Yes	TL Time and Labor	Medium	Medium	Employee Monthly Time and Leave Report	How do we add a column to this report? We need a column that pulls in the Admin Leave balances to be visible on this report.	Add column for Admin Leave	Assessment	
5	931	Yes	Reports	Medium	Medium	Employee Expiring Time for Agency Discrepancy	The data in the Query TX_TL_AGY_EXP_COMP_BAL_BY_AGY differs from the information reported in View Leave Balance/Expirations page	Utilize the DUR max date END_BALANCE field of the PS_COMP_DAY_BAL table to display Quantity in query.	In Work	
6	2751	Yes	TL Time and Labor	Low	Medium	Holiday Comp exipred report	Would it be possible to create a canned report for Super Users to display holiday comp expired under Texas Reports?	The Comp Time Expiration Report (HTL00018) shows expiration hours and dates for regular comp time. The report can be modified to include expiration hours and dates for holiday comp time. Insert a column into the report to show whether comp type to be expired is for regular comp or holiday comp time.	In Work	
7	**3076**	Yes	Reports	Medium	Small	Merit queries not displaying inactive employees	Enhance the current merit queries to include both active and inactive employees	Include a mechanism to display inactive employees as well.	***Completed**	
8	332	Yes	Reports	High	Small	Enhancement to fix SR294 - DL queries	The query needs to display "Blank" DL information for new hires and rehires. These are "audit" results of the DL tables against the PS_JOB table for new hires/rehires.	Enhance the query to show all employees at agency, leaving fields from TX_DRIVERS_LIC and TX_DRIVER_LTYP blank where no information has been entered in CAPPS yet. Include a secure COMPANY prompt to query.	In Work	

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9	**3392**	Yes	Reports	Medium	Small	Add additional items to TX_TL_NA_ACTIVE_EMPL query	Please add department ID number and department description to the TX_TL_NA_ACTIVE_EMPL query to better assist with working this report.	Add department ID and description to query	***Completed**	
10	3023	Yes	TL Time and Labor	Low	Medium	Super User Comp Balance by Employee Report	Would it be possible to have the TX_TL_COMP_BAL_BY_EE Comp Day Balance by Employee report moved to the Super User Texas Reports section to allow Super Users to run this report through their Row Security Permission?	The TX_TL_COMP_BAL_BY_EE query provides the data for the Comp Balances by Employee Rpt that already exists in CAPPS, but not available to users. The current HCTL1027 can be modified to be available to CAPPS users.	In Work	
11	2497	Yes	TL Time and Labor	Low	Medium	Super User Time Needing Approval Report	Would it be possible to create a canned report for Super Users to see time in 'NA' status under their 'Texas Reports'?	Create report for needs approval time for Super Users	In Work	
12	**3277**	Yes	Reports	Medium	Medium	New query for retirement potential	Create a new query to show all potential retirees based on an 'as of' date.	Create a new query with a user prompted date to show the potential for employees retiring as of that date.	***Completed**	
13	**2705**	Yes	HR Human Resources	Medium	Small	MGR level in the Active Employee Listing report	Please advise what the MGR level in the TX_HR_AGY_ACTV_EMPL, Active Employee Listing report, represents. Everyone in our agency is returning as an "8". What does "8" represent and are there any other values? If so, what are they and what do they translate to?	Field should be removed and prompts added	***Completed**	
14	**2741**	Yes	Reports	Medium	Small	Enhancement to TX_HR_AGY_EMAIL_ERRORS report	Please add the RUNDTTM field from the TX_EMAIL_ERRORS table to the TX_HR_AGY_EMAIL_ERRORS report. The data in this report is cumulative and you cannot pinpoint the date of the error without this field.	Add the RUNDTTM field from the TX_EMAIL_ERRORS table to the TX_HR_AGY_EMAIL_ERRORS report	***Completed**	
15	**3388**	Yes	Reports	Medium	Small	Add items to TX_TL_NA_NEW_SUPERVISOR query	We would like to request the following items added to the TX_TL_NA_NEW_SUPERVISOR query to assist with distribution to customers.	Add items to the query	***System Test**	***Moved to System Test on 9/12/17**
16	1111	Yes	Reports	Medium	Large	State Matching Contributions Reports by Year	Agency would like the current State Matching Contribution Report to include the Appropriations Year (AY) column. The TX_PYRL_DTL should include earn and pay dates, as well as the AY and FY for each. Additionally, they would like a new report for YTD contribution totals with the option to run by either FY or AY. The current report only has the option to run by payroll document number.	Add the AY to the current State Matching Contribution Report. Create a new report that provides year-to-date totals with the option to run by either FY or AY. Add the earn date and pay date to the TX_PYRL_DTL query along with the corresponding AY and FY columns.	In Work	

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17	**3382**	Yes	Reports	Medium	Medium	Add items to TX_HR_AGY_ACTV_EMPL query	We would like to request the following items added to the TX_HR_AGY_ACTV_EMPL query. The first set of items to provide additional items and the second set to add hazardous duty related items, which will assist current and future agencies who have commissioned employees.	Add fields to query to benefit current and future agencies with commissioned employees.	***Acceptance Test**	***Moved to Acceptance Test on 9/27/17**
18	3383	Yes	Reports	Medium	Medium	Add items to the TX_HR_AGY_NEW_HIRES_TRNSFRS query	We would like Hazardous duty related items to be added to the New Hire and Transfers Report. This will also be beneficial for current and future agencies who have commissioned employees. As well as the retiree indicator.		In Work	
19	3384	Yes	Reports	Medium	Medium	Add items to TX_HR_AGY_TERMS query	We would like to request the following items added to the TX_HR_AGY_TERMS query. The first set of items to provide additional items and the second set to add hazardous duty related items, which will assist current and future agencies who have commissioned employees.	Add fields to the TX_HR_TERMS query to benefit current and future agencies with commissioned employees.	***Acceptance Test**	***Moved to Acceptance Test on 9/27/17**
20	2374	Yes	TL Time and Labor	Low	Small	No Success Time Administrations Report	Would it be possible to have the query copied over to us that shows the employees with "No Success" runs in Time Administration that way we can run it periodically to have them cleared out?	Assessment to determine what you need on the report and it will then go through the governance process as a new report request.	Assessment	