

CAPPS HR/Payroll
Governance Approved Enhancements
Date of Report: 1/23/18

Service/Support Request (SR) Information

Governanc e Priority	SR #	Impacts All Agencies	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	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.	Need to identify candidates' job submissions coming to CAPPS Recruit from WorkInTexas.	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.	Assessment	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	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.	Currently, only the individual Employee Time and Leave Report includes the Admin Leave column. User requests to have the column added to the Super User Employee T&L Rpt.	Add column for Admin Leave	*In Work	
3	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	The TX_TL_AGY_EXP_COMP_BAL_BY_AGY query shows all expiring comp time, even if the employee has used that comp time. Agency is asking that the query show expiration dates for comp times the employee has not yet used.	Remove comp time with a balance of 0 from the query. Utilize the DUR max date END_BALANCE field of the PS_COMP_DAY_BAL table to display Quantity in query.	*Completed	
4	2751	Yes	TL Time and Labor	Low	Medium	Holiday Comp expired 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. Agency would like the report to be modified to include expiration hours and dates for holiday comp time.	Modify the existing Comp Time Expiration Report by inserting a column to show whether the comp type to be expired is regular comp or holiday comp time.	In Development	
5	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?	Agency cannot give all superusers access to Query Manager and they need access to the TX_TL_COMP_BAL_BY_EE Query.	Create a new report based on field gathered from user requirements. 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.	Assigned	Pending Development
6	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'?	Agency cannot give all superusers access to Query Manager and they need access to the Time Need Approval Query.	Create a new report for needs approval time for Super Users.	Assigned	Pending Development

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7	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.	The Agency would like to add the EARNNS_END_DT field to the State Matching Contribution Report to show when an amount was appropriated versus when it was paid. Additionally, they are requesting a new report in the same format as the State Matching Contribution Report with a Run Control option of FY or AY. Adding the Run Control option for FY or AY cannot be simply added to the current report.	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.	Assigned	Pending Development
8	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.	Add fields to New Hire and Transfers query to include fields used by law enforcement employees (haz duty, badge type, etc.).	Add additional fields to the query.	*System Test	
9	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?	Agency cannot give all superusers access to Query Manager and they need access to the Time Need Approval Query.	Assessment to determine what you need on the report and it will then go through the governance process as a new report request.	Assigned	Pending Development
10	435	Yes	Reports	High	Medium	Active Position Report Enhancements	Requesting the PCA, EEO and state job code, instead of functional job code, as well as title be added. The PCA, EEO and functional title have been added as part of the 2016 deployment activities.	Additional fields requested to make it like USPS 508 Report.	As part of the 2016 deployment activities the PCA, EEO and functional title were added. We did not alter the functional job code to state job code. The USPS 508 report had 2 job code fields; the state job code is part of the functional job code in CAPPs. There is no job title on the 508 report, however we did add the functional title to the CAPPs report. As this is a report and not a query run in Excel, there is no more real estate to add a state title, but we could replace the functional title if that's what users want.	*Assigned	Pending Development
11	4138	Yes	Reports	Medium	Low	New query for PCA Map for Deductions	We have several benefit mapping discrepancies dating back to initial budget load prior to CAPPs go-live, and I am in need of a report/query that lists all of our benefit and tax mapping for each fund. I have done a fairly exhaustive search in Query Manager and am in need of assistance to determine if there is an existing query that will provide me with this information.	Currently users have to individually look up information in the TX Fringe Redistribution mapping page to research items.	Creating a query would allow users to view all of their mapping items at once.	*Assigned	Pending Development

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12	4058	Yes	Reports	Medium	Low	New query for PCA Map for Taxes	We have several benefit mapping discrepancies dating back to initial budget load prior to CAPPS go-live, and I am in need of a report/query that lists all of our benefit and tax mapping for each fund. I have done a fairly exhaustive search in Query Manager and am in need of assistance to determine if there is an existing query that will provide me with this information.	Currently users have to individually look up information in the TX Fringe Redistribution mapping page to research items.	Creating a query would allow users to view all of their mapping items at once.	*Assigned	Pending Development
13	4507	Yes	Recruiting	Low	Low	Update recruiting notification recipients	Currently, several recruiting correspondence messages are sent to the person in the recruiter assistant and the hiring manager assistant owner fields on the requisition, when they exist, instead of the main recruiter and hiring manager. This request is to update the correspondence message configuration where those conditions exist (there are about 13 messages like this).	Update recipients of approximately 13 recruiting message templates so that messages go to all requisition owners.	Update recipients of approximately 13 recruiting message templates so that messages go to all requisition owners. All requisition owners would begin receiving these notifications instead of the "assistants" if they exist on the requisition.	*System Test	
14	4195	Yes	Reports	Low	Medium	Add column to Employee Monthly T&L Report	Agency would like the Emergency Fitness Leave Taken (FTNST) column added to the Employee Time & Leave Report.	Column needed to track fitness leave for LECOS employees.	Add column to the first page of the EE T&L report.	*Assessment	
15	4304	Yes	Recruiting, Security	Medium	Low	HM & RC have ability to revert candidate status	In CAPPS Recruit, we are requesting that hiring managers and recruiting coordinators have the ability to revert a candidate's status/step without restriction when the candidate is in HM Screen, 1st Interview or 2nd interview.	Update permissions in CAPPS Recruit to allow managers and recruiting coordinators to revert the status of a candidate's job submission.	Managers and recruiting coordinators will have the ability to revert the job submission statuses for candidates in all statuses. The permission does not restrict the access to certain steps, so it is either granted or not allowed. Currently, recruiters and recruiter administrators have the ability to revert the status.	*System Test	
16	4437	Yes	Recruiting	Medium	Low	Additional Rejection Correspondence Template	We need a correspondence added to all user roles' access to send out a generic rejection notice to candidates who are not the most qualified. The only rejection correspondence we found available is for candidates who have interviewed. However, we need to send generic notices to candidates prior to the interview process. See attached letter needed.	Add a new message template for a new rejection notice ("not most qualified") with language targeted to anyone that has applied to a requisition.	Add a new message template for a new rejection notice ("not most qualified") with language targeted to anyone that has applied to a requisition. Today a message template is available but has language directed to candidates who have interviewed. Having a specific message template will allow agencies to select the one they would like to use without having to edit it before sending.	*System Test	

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17	5021 (B)	Y	Recruiting	Medium	Low	Hide Candidate's Employment Preferences	When we print a candidate's application, we're able to see other agencies they've applied to (see attachment). If job seekers find out that their application history is revealed to hiring managers, they might be reluctant to use CAPPs. You can't do that in WIT and not in civilian job boards either. It's strange. It should be fixed if possible.	Agencies have requested not to view certain data in the Employment Preferences section, which is available on the view of the candidate and job submission.	OPTION B: Remove "Organization" from the <i>Employment Preferences</i> section on the candidate and job submission view. This will remove the view of a candidate's employment preferences for the "Organization;" however, their preferences for "Location" and "Job Function" will remain visible.	*System Test	
18	5046	Y	Reports	Low	Low	Create new OT Balance Query	Agency would like new query to track OT balances with an 'as of' date.	Creating query would help agencies track OT balances. This is particularly helpful for commissioned officers due to new legislation, but not limited to CO's.	Query to show BANKEDOVRT end balance for any employee with OT on requested date.	*Assigned	Pending Development
19	4687	Y	Recruiting	Medium	Low	Additional Details/Disposition Needed	We would like to request 'Eligibility List' to be added to the Additional Information- Details and Disposition check box list that's available when you change a candidate's status to 'Not Selected'.	The agency requests for a new rejection motive be available when someone is rejected or declines. The purpose of the new rejection motive is to indicate that they may be considered for the same type of job in the future even though they were not selected on this particular requisition.	Add a rejection motive for "Future Consideration" to be available when someone is rejected or declines.	*System Test	
20	4760	Y	Recruiting	Medium	Low	CAPPs Career Section Business Units	Please update the setting for the 781 career section to have candidates search only by agency name. We would like the below. Level 2: Company/Agency (we can turn this one off or leave it on – your internal career section will only have your agency's postings regardless / you might want to keep it on so you can select the whole agency)	The requesting agency clarified after the original request that this is for all Career Sections. The requirement is to remove the business unit filters from all Career Sections.	Update the configuration of all Career Sections to remove the business unit filters for candidates. This will allow for candidates to see filters for the five agencies with the most job requisitions before selecting additional criteria (Show more..., See all organizations, or other filters).	*System Test	