

CAPPS HR/Payroll  
Required Maintenance - Date of Report: 4/19/18

Service/Support Request (SR) Information

| SR #        | Requesting Agency | Product          | Impacts All Agencies | Module            | Priority | Short Description                                 | Long Description  | Status; *Updates                    |
|-------------|-------------------|------------------|----------------------|-------------------|----------|---|---|-------------------------------------|
| 320         | CAPPS             | CAPPS HR/Payroll | Y                    | TL Time and Labor | Medium   | HCMPT error message                               | (Also reported in 9.1 SR2342) When REGHW is in needs approval status on the timesheet CAPPS is not allowing previously banked holiday comp time to be entered as taken.   | In Work                             |
| 408         | CAPPS             | CAPPS HR/Payroll | Y                    | TL Time and Labor | High     | Accruals incorrectly awarded on an 012 Direct Tsf | CAPPS is awarding accruals (Annual Leave, Sick Leave) to employees who are mid-month direct transfers (012 Reason Code) from agencies outside of CAPPS. Employees are only eligible to receive accruals once per month and in most cases that accrual should have been awarded by the employee's prior agency and not from within CAPPS.  | Rework                              |
| 950         | CAPPS             | CAPPS HR/Payroll | Y                    | TL Time and Labor | High     | COMP balance negative due to sys adjustmnt        | Employee COMP balance negative due to system adjustment to his COMP leave balance.  | Monitoring will continue for 1 year |
| <b>1082</b> | CAPPS             | HR/Payroll       | N                    | HR                | High     | Modifications to the Hazardous Duty Functionality | Modifications are needed to the functionality in CAPPS for Haz Duty service: 1. Military LOA and LWOP must not adjust Haz Duty Service time comparable to log included in calculation of Prior state service; and, 2. Non-hazardous state service prior to 5/29/87 must not be included in Hazardous Duty service if the employee was not in a Haz Duty position that spans 5/29/87. Currently, the Grandfather Flag is automatically set to Y if the employee is in a Haz Duty position and prior non-haz duty state service is entered. The code that considers prior state service in conjunction with prior haz Duty service has been disconnected for now to prevent setting employees to Grandfathered when the statutory condition is not met; and, 3. Modify customization to use the prior haz duty table and allow inserts by agency users for all eligible haz duty service including non-hazardous State service provided the employee has prior haz duty service that spans 5/29/87; and, 4. Allow the insert and calculation of 1 day of prior Haz Duty Service comparable the online functionality and calculation of the State service Effdt for prior state service. | <b>*Acceptance Testing</b>          |
| 1455        | DPS               | CAPPS HR/Payroll | Y                    | TL Time and Labor | Medium   | Incorrect email notifications sent                | User received a second incorrect email notification of time changed, when time was not changed. Please see attachment.  | In Work                             |

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| 1503 | CAPPS             | CAPPS HR/Payroll     | Y                    | TL Time and Labor | Medium   | Manager reporting to self can approve own time | If an employee reports to themselves and has a manager role, they are able to see themselves on the manager summary approval page and ultimately could approve their own time. We fixed this in FY15 with HCM5203 (ASP ticket 214), but it was apparently "unfixed" with HCM5255 (SR480). Note: the head of the agency always reports to themselves due to HR functionality. We may have others within our FY16 agencies that report to themselves too outside of the agency head so whatever the fix is, it can't be tied to a 'level' of employment.   | In Work              |
| 3767 | CAPPS             | CAPPS HR/Payroll     | Y                    | Interfaces        | High     | Reporting payroll contribution amounts to ERS  | Currently, after processing payrolls through SPRS a file is created by SPRS that includes retirement, insurance, flexible benefit and deferred compensation totals that is sent to ERS. The file called the 'CPA Contribution File' is a single file that includes any USPS or SPRS reporting agency that has processed a payroll on that day. The information reported to SPRS from CAPPS is allocated/distributed in such a way that when multiple pay periods are included in a single payment, the reporting of deduction amounts on the CPA Contribution file may be allocated across all pay periods. This can result in retirement deductions reported for periods with no pensionable earnings (e.g. Overtime) or splitting insurance contributions, flexible benefit deductions and savings plan deductions across multiple pay periods. ERS uses this Contribution file to make updates in their system and can result in erroneous credits in their pension and benefit systems. CAPPS will be modified to create a CPA Contribution File and to submit directly to ERS. CPA mainframe system will continue to report to ERS for all non-CAPPS agencies on the CPA Contribution File. | In Development       |
| 3889 | CAPPS             | HR/Payroll           | Y                    | HR                | High     | Clean up on State and Haz Duty Service Dates   | SR3595 will address a customization to update the State Service Date and the Haz Duty Service Date when inserting prior state service or prior hazardous duty service after an employee has been terminated.<br>After the fix for SR 3595 was migrated to Production, clean up is required for existing production data for the previously converted terminated employees with prior state service and/or prior HAZ duty service rows, as well as current employees in Production who have terminated since Go-live.   | Hold                 |
| 4663 | CAPPS             | HR/Payroll           | Y                    | Payroll           | High     | FY18 - Savings Incentive Program               | SB 132 was enacted by the 85th Legislature that will require the creation of a new earnings to be used by agencies for payment of savings incentive bonuses to employees.  | In Work              |
| 4942 | CAPPS             | CAPPS Reporting Team | N                    | TL Time and Labor | High     | Report to reflect LAC and Funding information  | Report is needed to determine the total hours for the month and monthly funding breakdown for employees who have charged time against an LAC at any time during the month?   | *System Test         |

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| 5314 | CAPPS             | CAPPS HR/Payroll  | Y                    | TL Time and Labor           | High     | Super Users can enter/approve their own time       | If a super user enters his or her own time on the super user timesheet it is automatically approved. Edits should be added to disallow a super user from entering time on his or her own super user timesheet. Need to evaluate if there are any other TL pages where a super user could update his or her own information.  | In Work               |
| 5318 | CAPPS             | CAPPS HR/Payroll  | Y                    | TL Time and Labor           | Medium   | Display Override Reason Code description with ORC  | ORCs are limited to 5 characters and are not always intuitive, it may be more helpful to users if all places where ORC is displayed included to ORC description as well.   | System Test           |
| 5340 | CAPPS             | CAPPS HR/Payroll  | Y                    | N/A                         | Medium   | Deployment FY18 Image Upgrade to 24                | HCM image upgrade to number 24   | System Test           |
| 5341 | CAPPS             | CAPPS HR/Payroll  | Y                    | N/A                         | Medium   | Deployment FY18 PeopleTools Upgrade to Ver 8.56    | PeopleTools upgrade to version 8.56  | System Test           |
| 5420 | CAPPS             | HR/Payroll        | N                    | HR                          | High     | Employee Load process                              | Multiple issues with the employee load process (currently used for loading State Active Duty employees at TMD).  | <b>*Completed</b>     |
| 5487 | CAPPS             | CAPPS HR/Payroll  | N                    | CA Commitment Accounting    | Medium   | Sync up Valid Combo Codes and Account Code tables  | PS_VALID_COMBO_TBL and PS_ACCT_CD_TBL are supposed to be in sync all the time, but they are getting out of sync when users update/correct chartfields and description of Valid combo codes online. This is leading to duplicate combo code issues and resulting in incorrect distribution of funding.<br>Modify or create a new process to maintain synchronization of "Hash" values between PS_VALID_COMBO_TBL and PS_ACCT_CD_TBL | <b>*In Work</b>       |
| 5489 | CAPPS             | CAPPS HR/Payroll  | N                    | TL Time and Labor           | Medium   | Modify TL for Required Reporting for Grant Funding | Modifications are required in TL to ensure that employees' salaries that are funded from federal grants can be identified and are required to report time by project/grant as well as certify that all time worked has been entered and accounted for appropriately.   | Pending Prod Approval |
| 5576 | CAPPS             | Enterprise Portal | Y                    | Not Applicable              | Medium   | Deployment FY18 - Portal People Tools upgrade      | Upgrade People Tools Version   | System Test           |
| 5577 | CAPPS             | Enterprise Portal | Y                    | Not Applicable              | Medium   | Deployment FY18 - Portal Image Upgrade             | Upgrade Portal Image from 2 to 4   | System Test           |
| 5970 | CAPPS             | CAPPS HR/Payroll  | Y                    | Employee Self Service (ESS) | Medium   | ESS Performance - Fluid Pages                      | Implement Fluid for Employee Self Service Performance Management pages.  | System Test           |

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| 5971 | CAPPS             | CAPPS HR/Payroll | Y                    | Employee Self Service (ESS) | Medium   | ESS Time Reporting - Fluid Pages                | Implement Fluid for Employee Self Service Time Reporting pages  | System Test  |
| 5972 | CAPPS             | CAPPS HR/Payroll | Y                    | HR Human Resources          | Medium   | ESS Personal Data - Fluid Pages                 | Implement Fluid for Employee Self Service Personal data pages   | System Test  |
| 5973 | CAPPS             | CAPPS HR/Payroll | Y                    | Employee Self Service (ESS) | Medium   | ESS Payroll - Fluid Pages                       | Implement Fluid for Employee Self Service Payroll pages   | System Test  |
| 5974 | CAPPS             | CAPPS HR/Payroll | Y                    | HR Human Resources          | Medium   | MSS Direct Reports - Fluid Pages                | Implement Fluid for Manager Self Service Direct Reports pages   | System Test  |
| 5975 | CAPPS             | CAPPS HR/Payroll | Y                    | HR Human Resources          | Medium   | MSS Personal Info - Fluid Pages                 | Implement Fluid for Manager Self Service Personal info pages  | System Test  |
| 5976 | CAPPS             | CAPPS HR/Payroll | Y                    | Mgr Self Service (MSS)      | Medium   | MSS Performance - Fluid Pages                   | Implement Fluid for Manager Self Service Performance Management pages   | System Test  |
| 5977 | CAPPS             | CAPPS HR/Payroll | Y                    | Mgr Self Service (MSS)      | Medium   | MSS Time Management - Fluid Pages               | Implement Fluid for Manager Self Service Time and Labor pages   | System Test  |
| 5978 | CAPPS             | CAPPS HR/Payroll | Y                    | HR Human Resources          | Medium   | MSS Job Info - Fluid Pages                      | Implement Fluid for Manager Self Service job data pages   | System Test  |
| 5979 | CAPPS             | CAPPS HR/Payroll | Y                    | Mgr Self Service (MSS)      | Medium   | MSS Time Administrator - Fluid Pages            | Implement Fluid for Manager Self Service Time Administrator pages   | System Test  |
| 6081 | CAPPS             | HR/Payroll       | N                    | HR                          | High     | Addl Pay for Haz Duty not inserted on Promotion | Haz Duty addl pay was not inserted when employees are promoted from a non-Haz Duty Position to Haz Duty position.The addl pay row is required for the payment to be automatically included when the employee is eligible for the payment. The next graduating class (promotions to Haz Duty positions) is in mid-December 2017. | <b>*Acceptance Testing</b><br><br><b>Migrated to Production 12/14/17; however it was removed from Production 1/4/18.</b> |

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| 6095 | CAPPS             | HR/Payroll        | N                    | HR                     | High     | Invalid updates to Haz Duty-Dual Employment issue | There is an issue related to Dual Employment and Haz Duty data for one of the employments. The condition that exists and needs to be fixed is when employees who are in Haz Duty positions at one company (e.g., 304, 405) and are hired as a SAD1 employee at Agency 401 (Military Dept) as an Active Duty employee. In this instance, the Haz Duty ONdicator is being set to N and invalid prior Haz Duty row is being inserted. | *Acceptance Testing    |
| 6096 | CAPPS             | HR/Payroll        | N                    | TL, Reports            | High     | Query:ID changes to timesheet after Certification | In conjunction with modifications to the Time Certification process identified in ASP#5489/HCM-5881, a new query that will identify changes to the timesheet after certification for employees that are federally funded is required.  | *Pending Prod Approval |
| 6097 | CAPPS             | HR/Payroll        | N                    | TL, Reports            | High     | Modify Super User Time Certification Report       | In conjunction with modifications to the Time Certification process identified in ASP#5489/HCM-5881, modification to the Super User Time Certification Report (HTL0032.SQR) is required. A new field to identify employees who are required to record and certify time due to federal funds is being added and this report must be modified to include this field.   | *Completed             |
| 6192 | CAPPS             | Enterprise Portal | Y                    | Not Applicable         | Medium   | Portal Changes due to Image/Fluid                 | Changes to the Portal are required related to the upgrade to Image 24 and the implementation of fluid pages.   | System Test            |
| 6197 | CAPPS             | HR/Payroll        | N                    | PY Payroll             | High     | Dual Employ Issue-No ANLVP and Lump Sum Pmt       | Dually employed/hired employees cannot be paid lump sum upon termination from non-SAD1 employment. ANLVP not auto-populated in this condition.   | *Completed             |
| 6296 | CAPPS             | CAPPS HR/Payroll  | N                    | Mgr Self Service (MSS) | Medium   | Modify Manager Payroll Notification Process       | Currently the Manager Payroll Notification process utilized by agencies using full Manager Self Service functionality only runs for salaried monthly and twice monthly pay groups. Modification to the process is needed to allow it to be run for Hourly pay groups.  | System Test            |

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| 7062 | CAPPS             | Talent Management | Y                    | Recruiting                  | High     | Upgrade Recruit to release 17.3                   | Upgrade the Recruit STG and PRD environments from 15B.9.4 to 17.3.   | *Pending Prod Migration                                    |
| 7144 | CAPPS             | CAPPS HR/Payroll  | Y                    | Reports                     | High     | FMLA Leave Activity issues                        | The FMLA Leave Activity report is supposed to include holidays and agency holidays toward the employees' FMLA balance when the holiday falls within the FLSA workweek. However, the report is now including holidays in the FMLA balance when the employee is not using FMLA. Screen shots are included. The employee at an agency returned to work in May 2017, but the FMLA report shows it is calculating the Thanksgiving and Christmas holiday toward the employees FMLA balance. | *In Work   |
| 7186 | CAPPS             | CAPPS HR/Payroll  | N                    | TL Time and Labor           | High     | Time Admin is not generating payable time offsets | Time Administration is not generating payable time offsets correctly due to retroactive inactivation of Labor Account Codes after employees on the timesheet have used the LACs.   | *In Work   |
| 7248 | CAPPS             | CAPPS HR/Payroll  | Y                    | Employee Self Service (ESS) | High     | Employee Name Changes in Employee Self-service    | Employee requests for a name change in CAPPS through Employee Self Service are not generating the email notification or worklist item for the manager to approve the name change. Oracle's ACA Patch contained a new record structure that starts the name change process. The record went from 24 field to 29 fields.   | *In Work<br>Issue will be resolved with Fluid in July 2018 |
| 7406 | CAPPS             | CAPPS HR/Payroll  | Y                    | TL Time and Labor           | Medium   | Modify online displays and links related to FMLA  | Modify the label on the timesheet for entry of FMLA/Parental/Military Caregiver ID and modify links on the timesheets.   | *In Work   |