

CAPPS HR/Payroll
Governance Approved Enhancements
Date of Report: 5/22/18

Service/Support Request (SR) Information
Enhancements (SRs) Approved by Governance - Active

Governance Priority	SR #	Requesting Agency	Product	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	CAPPS		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.	In Work	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. Targeting production release in August 2018.
2	1568	7th COA		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 the Admin Leave column to the Super User Employee T&L Rpt.	In Work	
3	2751	DPS		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	
4	5567	DPS		Yes	Performance Management	Low	Low	Add a new field to the Document status query	The agency wants the ability to query on the data of if a manager or employee indicates if a job description requires a change or does not match the employee's current job description.	By adding the new field "Job description", the agencies would have an additional methods to search fields and data.	This would be a simple field addition to an existing query. Query Name: TX_EP_AGY_EMPL_EVAL_DOC_STATUS	Assigned	Pending Development
5	3023	DPS		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	DPS		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
7	1111	OCA/SPA		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

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8	3383	DPS		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.	Rework	
9	2374	DPS		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 requests the creation of a new query to show the employees with "No Success" runs in Time Administration. Currently, CPA runs a query, and distributes it to the agency. Agency would like the ability to run the query.	Develop a new, public query using the SQL CPA has already established.	Assigned	Pending Development
10	435	DMV		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	DPS		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
12	4058	DPS		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	4195	DPS		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.	In Work	
14	5021 (B)	OCA/SPA		Yes	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 Employment Preferences 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	

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15	6917	CAPPS	Talent Management	Yes	Recruiting, Reports, Interfaces	High	High	Recruit Indicators	Redefine the process of capturing veterans information, former foster youth information, and felony information. Allow for the information to be seen at a glance on the candidate grids in CAPPS Recruit. Update relevant reports.	Remove current questions gathering this information, and add user-defined fields (UDFs) on the job submission to capture felonies, the three veterans options, the former foster youth question, internal candidates to their own agency, former employees of an agency. Present the data in the UDFs in the candidate grids for quick reference. Update relevant reports.	Retire use of several screening questions: the three veterans questions, the former foster youth question, and the felony question, along with the conditional explanations. Configure new fields to capture this information as part of the candidate profile and job submission. Update the candidate grid views to include this information so it is available at a glance. Update the appropriate reports to include the information and change prompts on reports if necessary. This change will impact numerous interfaces, including the WorkInTexas applicant interface and New Hire interface. Provide the veterans and former foster youth information to the RSS/MSS Hire Candidate page for integration. A strategy will be needed to retire the old questions and this may require a phased roll out.	In Work	
16	6760	CAPPS	Talent Management	Yes	Recruiting	High	Low	Update instructional text regarding attachments	Update the instructional text displayed to advise candidates: * They can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). * They should not attach files that include photos, disability information, or information revealing protected class information. *State agencies do not accept resumes in lieu of applications.	Update the instructional text for attaching files to a job submission to request that the candidate does not attach inappropriate documents, such as those that contain photos or disability information. This can also serve as a notification that State agencies do not accept resumes in lieu of applications. Applicants should follow the directions of the agency requesting specific documents (writing samples, transcripts, etc.).	Update instructional text configuration with desired message.	*Completed	Updated in Production on 5/3/2018
17	6895	CAPPS	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Need additional Recruiting reports	Need to be able to provide information regarding number of applicants applying for a position, Number of applicants referred to interviewing manager, number of applicants interviewed and number of applicants hired, all on a monthly basis. Also need a report that would provide individual EEO information for applicants who are hired. thanks	Create a report for Staffing Job Posting Workload. (Note: The EEO report is captured under SR 6632.)	Create a new CAPPS Recruit OBI Report to report the monthly data metrics for recruiting.	In Work	

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18	4529	DPS	Talent Management	Yes	Recruiting	Medium	High	Mandatory screening questions	Make the screening questions mandatory for online candidates applying through the career sections in CAPPS Recruit.	Require online candidates to respond to all screening questions presented during the job submission process.	Configure new screening questions, to include an appropriate response if the question does not apply to the candidate. Update configuration to make screening questions mandatory. Update the interface configuration to indicate the proper questions to populate. Modify the job template interface to populate the updated questions on the job templates. Update OBI reports to made adjustments to the questions and answers where needed. Making these adjustments will populate the proper questions and answers for each job requisition and require that online candidates provide a response when applying for jobs. A strategy will be needed to retire the old questions and this may require a phased roll out.	In Work	
19	6632	CAPPS	Talent Management	Yes	Reports, Recruiting	High	Medium	Create EEO Details Report from Recruit	Create a new report from Recruit that would provide EEO specific information. This information is available in the current extracts however, this request would limit the data available to include only EEO information.	Agencies request a report specific to candidates' EEO information.	Create a new CAPPS Recruit OBI Report specific to candidates' EEO information.	Assigned	
20	6633	CAPPS	Talent Management	Yes	Reports, Recruiting	High	Medium	Create Veterans Report from Recruit	Create a new report from Recruit that would provide Veterans specific information. This information is available in the current extracts however, this request would limit the data available to include only Veterans information.	Agencies request a report specific to candidates' veterans information.	Create a new CAPPS Recruit OBI Report specific to candidates' veterans information.	Assigned	
21	6920	CAPPS	Talent Management	Yes	Recruiting, Reports	Medium	Low	Posting Duration Request	Have a field on the requisition to allow for a posting duration request so that the recruiter will know how long the requester would like to post the job.	Add a field to capture the posting duration request on the requisition, and add the field to applicable recruiting reports.	Update requisition configuration to add a field for the posting duration request, with 14 days being the default value. Provide instructions for the requester to add a comment to the requisition if the posting duration request deviates from the default. Users may enter values such as Ongoing, 3 days, etc. into the text field.	System Test	
22	5046	DPS		Yes	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
23	6188	DMV	Talent Management	Yes	Reports, Recruiting	High	Medium	RECRUIT - Applicant Withdraw	Contact: Pat Barnes - 512-465-4014 Why are applicants that have withdrawn their application for a requisition, on the applicant report that we send supervisors? JR xxxx has an applicant xxxxxx xxxxxxxx #xxxxx on the Oracle Business Intelligence - Applicant Screen Interview Summary report that I ran for the supervisor that lists all applicants, but she withdrew her application before the requisition closed. The manager cannot see her application, but her information show up on the report	The request is to exclude withdrawn candidates from the CAPPS Recruit OBI Report entitled Applicant Screen - Interview Summary Report.	Modify the Applicant Screen - Interview Summary Report Prompts to add prompts as necessary for the step and status, and as a default, exclude withdrawn candidates from the report. This will exclude withdrawn candidates as a default, but also will allow for the withdrawn candidates to be added in when running the report online via OBI if desired.	Assigned	

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24	6919	CAPPS	Talent Management	Yes	Recruiting, Reports	Medium	Low	Funding Information on Requisition	Add optional fields to the requisition for: -funding source -federal reimbursement percentage -budget code -position funded/department funded Update appropriate reports to include these fields.	Add individual fields to capture budget/funding information. This fields will be optional to complete. Agencies would like to report on the data in these fields.	Update the CAPPS Recruit requisition configuration to add individual fields to capture budget/funding related data requested by the FY18 deploying agencies. Add the fields to the applicable reports. <i>Note: The new fields will not be integrated with CAPPS HR/Payroll.</i>	System Test	
25	6634	CAPPS	Talent Management	Y	Recruiting	High	Low	Capture candidate reason for withdrawal	A request has been made to enable functionality within Recruit to ask candidates to provide a reason for withdrawing an application from a requisition. This field would be optional.	Agencies request that candidates have the option to provide a reason for withdrawing their online application (job submission).	By configuration, allow for candidates to provide an optional reason for withdrawal online.	*Completed	Updated in Production on 5/3/2018
26	6918	CAPPS	Talent Management	Yes	Recruiting	Low	Low	Standard Hours Per Week Viewable to Candidates	Update configuration to make the Standard Hours Per Week field available on the job description that candidates view on each <i>Career Section</i> .	Make the Standard Hours Per Week field available for view by the candidates on the <i>CAPPS Career Sections</i> job descriptions.	Update the <i>Career Section</i> configuration to make the Standard Hours Per Week field viewable on the job description.	*Completed	Updated in Production on 5/3/2018
27	5249	DPS	Talent Management	Y	Recruiting	Medium	Low	Job Application Section 7- References	We noticed while screening jobs that the References section of the application is always blank. I tried applying for a job and could not locate a section to add References. Is this feature turned off?	The agency requests that candidates be able to add references via the Career Sections.	By configuration, add the References section to the Career Sections so that candidates can provide references.	*Completed	Updated in Production on 5/3/2018
28	5395	CPA		Yes	Performance Management	Low	Low	Include "Department Set ID" to queries	Agency would like to include the field "Department Set ID" to all the queries related to Performance Management.	By adding the new field "Department Set ID", the agencies would have an additional methods to search fields and data.	This would be a simple field addition to existing queries.	Assigned	Pending Development
29	6021	THECB	Talent Management	Y	Recruiting, Security	High	Low	Attachments included in application	Attachments are not staying with specific job that the candidate applied for. Its becomes visible to other jobs applicant applied for which can be viewed by other hiring manager. which looks bad to the applicant, it looks as if its an error the applicant made. Please contact Christy Davis for questions at 512-427-6193.	The agency can view attachments marked "not relevant" by the candidate in the Other Attachments section on the candidate's job submission and general profile. The agency requests to see only the "relevant" attachments.	Update the CAPPS Recruit security configuration in order to remove access to the Other Attachments section for the various the agency user types (roles).	*Completed	Updated in Production on 4/26/2018