

**CAPPS HR/Payroll Enhancements (SRs) Submitted to User Group
05/22/18**

Voting Items

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)	CAPPS Support Team Vote Recommendation
7156	CPA	Talent Management	Y	Reports, Recruiting	Medium	Low	Request Permanent Cng to Can History Detail RPT	We are requesting to submit a ticket to produce the Candidate History Details Report from CAPPS Recruit that will also include a time stamp of when the candidate submitted their application. Doug mentioned he can assist in adding the Time Stamp. We would like these changes to be approved through governance and applied to the production report. In addition to the above, a separate ticket of the report above to include a permanent field in the report to include the Time Stamp so that that the staffing rep can run the report at any given time as this will be a regular occurrence. Many thanks, Matt Martinez Team Lead – HR Operations & Staffing Texas Comptroller of Public Accounts 111 E. 17th St., LBJ Bldg. Ste 124 Austin, Texas 78774 Phone: (512) 936-4143	Add the Time portion of the date-time stamp for the Submissions Completed date field on the Candidate History Details report and the Application Screen - Interview Summary report. Agencies can see which requisition a candidate applied to first if there are submissions across multiple job requisitions.	Update the e Candidate History Details report and the Application Screen - Interview Summary report to include the Time portion of the time-date stamp for Submissions Completed date field.	Approve
7162	DPS	Talent Management	Y	Recruiting	Medium	Low	Correspondence Needed	We would like to request a new correspondence for candidates who do not meet minimum qualifications. We have a correspondence for candidates who fail interviews and candidates who are not the most qualified; however, we also need a correspondence for candidates who do not meet the minimum requirements. The subject line can contain the position title and requisition number, and attached is what we would like the body of the correspondence to contain.	The agency requests an additional rejection letter to be available in CAPPS Recruit specific to candidates who do not meet the minimum requirements.	Configure a new correspondence message.	Approve
6904	DPS	Performance Management	Y	Performance Management	Low	Low	Add Hire Date to Performance Management	We would like to request to add the "Hire Date" field from Job Data to the (2) primary Performance Management queries, Document Statues and Employee without an active evaluation.	Based on agency policy employees are required to receive an annual evaluation. By adding the employee's hire date to the Performance Management queries, will assist HR departments in conducting internal audits and maintaining compliance.	Add the field "Hire Date" to the Document Statues and Employee without an active evaluation.	Approve - recommend adding the field instead of developing a new query.

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6538	DPS	Performance Management	Y	Performance Management	Medium	Medium	Request at least one comment box to be required	We would like to request for the overall comment box under core competencies to be required under the 'Complete Manager Evaluation' step, before an eval may be shared with the employee.	Based on agency policy managers are required to enter a comment for an employee's core competencies.	If an Agency elects to include this enhancement into their agency specific template(s), then the new 'Section' i.e. "Mandatory Comments" will be included into their template. This new 'Section' will be configured to display only during the "Complete Manager Evaluation" step. The comment field associated with this new section will require the manger to enter a comment.	Approve - recommend adding a new Section which allows flexibility for other agencies to opt-out.
5005	CAPPS	Performance Management	Y	Performance Management	Low	High	New Query to list Comments During EP Eval review	The agency needs a query that allows them to see a list of all evaluation documents that contain comments entered in various locations. The comments maybe entered in: item, section and/or summary. The comments can be entered by several roles: the manager, 2nd level manger, the employee. The employee comments can also be from the employee's self evaluation or comments from an employee participating as a peer review. The document creation list should have the capability to sort/filter by agency, business unit, department, individual employee, or dates.	Create query to list comments made by Employees, Peer/Participant or Managers during the performance evaluations at various statuses. If there is a comment, populate the results, disregard results, if null.	Develop a new query that will include the following fields: <ul style="list-style-type: none"> • Company (Agency Number) • Department • Department Set ID • Document ID • Employee's Name (First name and Lastname) • Name (Author's Name) • Role Type (Manager, Employee, Peer) • Reviewer ID (EMPLID) • Section Title • Section Comments • Item Title • Item Comments • Updated By • Last Update Date/Time Include Required prompts for: Department, Manager's Name, Empl ID, Role Type (Manager, Employee, Peer) , Optional Prompts for: Section Title, Item Title.	Approve - this was a request from FY17 deployment.