

CAPPS HR/Payroll User Group  
Discussion Topic Agenda  
09/25/2018

**Discussion Topic:** Time and Labor Module

**Facilitator:** Adrienne Rogers

- I. Annual to Sick Leave Conversion Process
  - Process and checklist discussion
- II. Leave Liability Report
  - Provide updates on the report
- III. Sick Pool Fiscal Year End Process
  - Process and checklist discussion
- IV. Military Leave Rollover Process
  - Process and checklist discussion
- V. State of Texas Emergency Leave Reporting Application
  - Security access
  - Reporting tool
  - Emergency Leave reporting criteria
- VI. Open Discussion – Question and Answer Session

## Annual to Sick Leave Fiscal Year Conversion Process & Related Activities

ACTIVITY	TIMEFRAME
The Annual to Sick Leave Fiscal Year Conversion Process may be run on a date determined by the agency. It is recommended that all August activity has been completed prior to running the process. Note: the sooner the process is run, the less manual evaluation and entry needed.	After Fiscal Year activities are completed and leave entry has been completed. TBD by agency.
Navigate to: Time & Labor>Process Time>FYE Annual Leave Conversion This process performs the conversion from Annual to Sick Leave for all employees over their Allowable Carryover amount based on their length of service.	
Enter a run control or add a new value if one does not exist.	
Enter your 3-digit agency number (example: 313)	
Click "Run", then click "OK", then document your Process Instance number.	
Go to the Process Monitor link, find the Process Instance, Refresh until Successful. Note: Allow Time Admin to run overnight. Check and clear exceptions.	
Navigate to: Time & Labor>Texas Reports>FYE Annual Leave Conv Report The report must be run in order to view the results of the conversion. After the report is available <b>save</b> the report.	Run immediately following the completion of the process. Save the report.
If corrections or changes are made that will affect an employee's converted hours it is recommended that the time is manually updated since <u>the leave conversion process cannot be run more than once</u> . TL Super Users have access to enter/update the ANLVS/SICKI transactions.	
Note: until the Annual to Sick Leave Conversion process is run, all terminations effective 9/2 or <b>greater</b> will require manual conversion entries if the process is not run before an employee is eligible to be paid the lump sum.	Applies to terminations effective 9/2 or <b>greater</b> until the process is run.

## CAPPS HR/Payroll Sick Leave Pool Fiscal Year Process

ACTIVITY	TIMEFRAME
<p>1) Ensure that all Sick Leave Pool entries that impact the Sick Leave Pool balances have been entered in CAPPS.</p> <p>SCKPA – SICK LEAVE POOL AWARDED SCKPD – SICK LEAVE POOL DONATED SCKPR – SICK LEAVE POOL RETURNED SCKPX – SICK LEAVE POOL RECLAIMED</p>	<p>This activity must be completed prior to running the Sick Leave Pool FY Process.</p>
<p>2) It is advised that you run the TRCs by Date Report to ensure you find all employees that might have a balance so that you can evaluate if any action needs to be taken (return balance to SLP, etc.).</p> <p>a. Use the following criteria on the Run Control Page: Choose TL GroupID, enter start dates 9/1/2016 – 8/31/2017, enter TRCS (SCKPA, SCKPD, SCKPI, SCKPR, SCKPT, SCKPX), enter Group ID for your agency that ends in TA01.</p> <p>b. This report will not give you employee balances, but will show you those that had time converted during this period, as well as any other regular Sick Leave Pool activity. You then have a list of employees to evaluate. For example, if the employee has SCKPI or SCKPA without any SCKPT or SCKPR, they will have a balance that you may want to return to the Sick Leave Pool.</p>	<p>This should be done multiple times prior to the beginning of the Fiscal Year and continue until the Sick Leave Pool FY Process is completed.</p>
<p>3) Navigate to Main Menu&gt;Time and Labor&gt;Texas Time&gt;View Company Sick Leave Pool</p> <p><i>Note: it is recommended that you take screen shots of the current SLP balance page.</i></p>	<p>This should be run multiple times as needed.</p>
<p>4) Navigate to Main Menu&gt;Time and Labor&gt;Process Time&gt;Sick Leave Pool FY Balance</p> <p>a. On the page, enter the FY that you need to run (the FY cannot be equal or greater to the current FY). The system will not allow the current FY to be entered. The day-to-day activities update the current FY balances appropriately throughout the current FY.</p> <p>b. If you record or change Sick Leave Pool activity for a prior FY, you need to run this process for the FY you updated (you may have to run the process for multiple FYs and any consecutive FYs that follow.)</p>	<p>This should be done after HR has rolled into the new FY and after all leave activity for the FY associated with SLP has been completed.</p>
<p>5) Run the query TX_TL_SLP_SUMMARY_BY_AGY to see the balances by FY, excluding the current year.</p>	<p><u>Optional</u> Run this query after the Sick Leave Pool FY Process has been completed.</p>

## CAPPS HR/Payroll

### Military Leave Balance Carry Forward Process

Employees who do not use all 15 days of military leave available in a federal fiscal year (October – September) are allowed to carry forward the unused portion of military leave to the next federal fiscal year, up to a maximum of 45 days (360 hours). This process will remove any hours above 360 as of September 30 using Time Reporting Code (TRC) *MLTYX*.

ACTIVITY	TIMEFRAME
1) Ensure all Military Leave has been entered and the date is after September 30.	The system will only process for the most recent federal fiscal year based on the system date. If you run the process prior to September 30, the process will run for the prior federal fiscal year.
2) `Navigate to Time & Labor>Process Time>Military Leave FFYE Process. This process generates the transactions to remove the hours above 360 in the employee's balance.	
3) Enter the Company (Agency #) and click "Run", then click "OK", then document your Process Instance number.	
4) Go to the Process Monitor link, find your Process Instance, Refresh until Successful.	
5) Navigate to: Time & Labor>Texas Reports>Military Leave FFYE Report. The report must be run in order to view the results of the conversion.	Run immediately following the completion of the process.

SUBJECT: CAPPs HR: Fiscal 2018 Emergency Leave Reporting

TO: CAPPs HR/Payroll Agency Level 1 Support Staff

On September 24, 2018, Production Support staff will extract data from CAPPs using the TX\_TL\_SB73\_EMERGENCY\_LEAVE\_RPT query and will load it to the new Emergency Leave Reporting Application on your behalf.

Designated agency users will access the Emergency Leave Reporting Application via FMX. Those users will be able to:

- Download a file (.csv) of all the leave reported to the application for review.  
*\* For the FY18 reporting year, users will be able to add comments for the Emergency Other category of leave in the appropriate field of downloaded .csv file, then load the file back to the application, or users will be able to access individual records online to add the comments for the Emergency Other category of leave. Beginning in FY19 all explanatory comments must be recorded on the CAPPs timesheet.*
- Complete the required Certification on or before October 1, 2018.

**The FPP with further instructions, including information on how to access the application and how to request security, was published on FMX on August 31, 2018**

<https://fmx.cpa.texas.gov/fmx/payper/elrr/index.php>

Reminder, for the Fiscal 2018 reporting year, your agency will have two options for providing the required explanation for leave that falls in the 'Emergency Other' category (SPECT, EMGNY and SUSPY):

1. Enter the explanation in the TL Comments field on the timesheet prior to the date on which the information will be loaded to the Emergency Leave Reporting Application, or
2. Download the csv file from the application, add the required information then upload the comments to the application.

**NOTE for agencies that deployed July 1.** If your agency captured leave information in USPS, this data will be included in the CAPPs query. If comments are required for leave taken during the period 9/1/2017 – 6/30/2018, those comments cannot be recorded in CAPPs. Those will need to be entered online or via the csv file upload method mentioned above in the application. If your agency was not capturing leave in USPS, our staff can assist you in extracting, from CAPPs, any reportable leave entered for the period 7/1/2018 – 8/31/2018, so that you can include that information in the leave from your legacy system to generate your report for this year.

We encourage you to run TX\_TL\_SB73\_EMERGENCY\_LEAVE\_RPT query between now and September 24th to reduce the level of effort that will be needed before you can certify in order to meet the October 1 deadline.