

**CAPPS HR/Payroll
Required Maintenance
Date of Report: 10/19/2018**

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	HCMP 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
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
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.	*Completed
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

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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. 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
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.	*Completed
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.	*Completed
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. Issue has not reoccurred in the last year.	*Completed