

**CAPPS HR/Payroll
Enhancements (SRs) Submitted to User Group
Date of Report: 02/19/2020**

Service Requests (SR) Information
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
19055	TEA(701)	Talent Management	Yes	Recruiting	Medium	Low	Relevant Documents	When applicants mark attached documents (resume, cover letter, answers to supplemental questions) as not relevant, agencies are unable to see the documents in CAPPS Recruit. Can applicants be advised on how to use the Relevant Files checkbox on the CAPPS Career Section, and what it means when a document is not relevant?	Make adjustments to the CAPPS Career Section to make it clearer to the candidates what a "relevant document" is, and how a relevant document is used, to reduce the frequency of candidates deleting relevant documents from the Career Section and/or updating a document to not relevant when it should still be relevant.	Update instructional text within the CAPPS Career Section attachments page to clarify what the "relevant document" checkbox is for and how manage candidate attachments more effectively.	Approve
18489	TPWD (802)	CAPPS HR/Payroll	Yes	HR	Low	Low	Add Badge Type Radio Unit and TCIC/NCIC in CAPPS	Add the following Badge Type values in CAPPS: 1) Radio Unit 2) TCIC/NCIC	This information is used to designate the type of badge a Certified Peace Officer has been issued. This information can be found by navigating to Main Menu>Workforce Administration> Personal Information> Biographical> CAPPS Employee Profile.	If a Certified Peace Officer is issued a badge, this field is designated to capture the information.	Approve
8101	DPS/405	HR/Payroll	No	Performance Management	Medium	Low	Add employee acknowledgement to Define Criteria	We would like to request an additional step to be added to the Performance Management process. We would like the same Acknowledgement process under the 'Complete Manager Evaluation' step to also be a part of the 'Define Criteria' step. This will allow manager to request the employee to acknowledge that they have read and understood the expectations on which they will be evaluated. This recommendation was requested from our General Counsel, Office of Investigations, and Chief Auditors office to protect the agency against litigations where the employee states they did not receive the criteria on which they were evaluated on.	The request is to add an employee Acknowledgement process to the Define Criteria step, similar to the current process included under the 'Complete Manager Evaluation' step, of the activity guide.	The proposal is an enhancement to the approval process within the Define Criteria step. When the template is configured for the Define Criteria step, and the "Updated By" is configured for "Manager and Employee". The following optional configuration will be applied to the template. We will add a new "Employee Acknowledge" Tab. This TAB/section will provide instructions for both the employee and manager on completing this process. The employee and manager will select the appropriate acknowledgement statement, similar to the step within the 'Complete Manager Evaluation' step. i.e. the employee will acknowledge, or the manager will be able to override using the "employee not available" or "employee refuses to sign".	Approve