

CAPPS HR/Payroll
Governance Approved Enhancements
Date of Report: 05/18/20

Service Request Information: Enhancements (SRs) Approved by Governance – Active

Gov. Priority	SR #	Gov. Priority #	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
1	18590	51.75	TPWD	CAPPS HR/Payroll	Yes	TL Time and Labor	High	Medium	Turn Off Auto Insert for Cascade Rule Once Deleted	Turn off auto insert for Cascade Rule once deleted or time entered in place of inserted hours.	Turn off the auto insert for the Cascade Rule once time is deleted or entered in the place of inserted hours.	Modify the Cascade Rule to not re-insert leave taken when the leave taken has been deleted, or time has been entered in place of the inserted hours.	*Assigned	
2	4385	47.63	DPS	CAPPS HR/Payroll	Yes	TL Time and Labor	Medium	Medium	Timesheet Holiday Reminder Edit and Notation	Agency request to change the holidays on the timesheet to a different color for employees to notate which day is a holiday. Also, a Holiday Reminder pop-up message similar to one received when attempting to leave the timesheet without E-signing and Submitting. The holiday reminder pop-up should have a similar option to where employees can see that they have entered time on a holiday, and have the chance to go back and make changes before submitting the time to their managers. Many employees are using the wrong TRC for holidays. Some even use the REGHR TRC instead of REGHW for their scheduled hours, and once they submit, they see the holiday reminder, but they still can't go back and make changes.	Add a notation to the timesheet to represent which day is a holiday, as well as a Holiday Reminder pop-up message similar to the one received when an individual attempts to leave the timesheet without E-signing and Submitting.	Modify the holiday message to include the option to select Ok or Cancel, prior to the Save, when time is entered on the standard, U.S. Statutory holidays on all CAPPS timesheets, and to show the date header text for these holidays in a different color.	*Assigned	
3	14478	42.48	TPWD	CAPPS HR/Payroll	Yes	Time and Labor	Medium	Medium	Add a warning when FLEXS is entered on timesheet.	A Warning message is needed on the timesheet when FLEXS is entered. Warning: The FLEXS TRC is entered on the timesheet for flexed hours and must be made up during the same FLSA workweek. If the flexed hours are not accounted for by working additional hours (REGHR) during the same FLSA workweek, a dock in pay may occur.	A Warning message is needed to remind employees that a doc in pay may occur if the flexed hours are not accounted for by working additional hours (REGHR) during the same FLSA workweek.	A new FLEXS warning message will be displayed when the FLEXS TRC is entered on the timesheet. This warning message is applicable to all CAPPS timesheets (Employee, Manager, and Super User).	In Work	
4	17992	41.43	PUC	Talent Management	Yes	Recruiting	Medium	Low	Require Fields on the Candidate's Job Submission	Make certain fields required for the candidate to respond to on their job submission via the CAPPS Career Section. Fields include: In the Education section: Type of School In the Work Experience section: Job Type and summary of experience.	Require the candidate to complete the Type of School, Job Type, and Summary of Experience on their job submission.	Configure the Type of School, Job Type, and Summary of Experience to be required for the candidate to complete when submitting their job submission on the Career Section. The fields will not be required for a recruiter within CAPPS Recruit.	Acceptance Testing	
5	5319	40.43	CAPPS	CAPPS HR/Payroll	Yes	Time and Labor	Low	Medium	Add Employee Name to the Manage Exception Page	The Manage Exception Search page currently only includes EMPLID as a search criteria; it would be beneficial for users to be able to search by employee last name and first name as well.	Add Employee Last Name and First Name to the search criteria on the Manage Exception Search page.	Modify the SQL view and add the FIRST_NAME and the LAST_NAME fields.	*Assigned	
6	8419	29.71	DPS	CAPPS HR/Payroll	Yes	Time and Labor	Low	Medium	Payable Time Summary page Default From date	The agency would like to request an enhancement to the Payable Time Summary so that the default is to bring up the first day of the FLSA workweek.	Default the From Date value on Payable Time Summary page to the Start Date of employee's FLSA workweek that is immediately prior to the system date.	Set the From Date on the Payable Time Summary page to the FLSA Start Date of the employee.	*Assigned	

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7	17603	29.43	CPA	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Time To Hire Report	Create a date/time difference between each Step in the CSW, for example: <ul style="list-style-type: none"> • Calculate Submission Created --> Submission Completed= n • Calculate Requisition Creation --> Request Approval = n • Calculate Requisition Approval --> Posting Begin Date = n • Calculate Posting Duration = n • Basically - How long in each step to identify any bottlenecks • Calculate the difference between each step • Calculate the difference between Hired / To be Hired and the "Hired" statuses to show the time to close the requisition • Calculate the Time to Hire / "Cycle Time" = "Offer Hired Date" – "Submission Completed Date" 	Build a report to track Time to Hire. In addition to the items requested in the Long Description, OAG / SORM requested a similar report for FY20 CAPPS Recruit Deployment to measure time to fill from the first posting date to the selected candidate's start date (effective date) and/or when the requisition status is updated to Filled.	Build a Time to Hire report in Oracle Business Intelligence (OBI) to track the time between significant dates on a requisition and hiring the selected candidate.	Acceptance Testing	
8	1111	23.17	OCA/SPA	CAPPS Reporting Team	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.	In Work	Pending Development Assigned to the CAPPS Reporting Team
9	19918	21.14	TPWD	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Update to Requisitions Pending Approval Report	The TX- Requisitions Pending Approval Report does not include certain fields from the prompts. TPWD wants to be able to include the following fields in the report export: Business Unit, Department Name, Work Location and Job Classification. This would further assist in the analysis, follow-up, tracking and disbursement of the data to the management.	Include Business Unit, Department, Work Location, and Job Classification in the TX - Requisitions Pending Approval Report.	Modify the Oracle delivered report, TX - Requisitions Pending Approval Report, to include columns for Business Unit, Department, Work Location, and Job Classification.	*Assigned	
10	19055	19.83	TEA	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.	Assigned	

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11	6571	17.17	DPS	CAPPS HR/Payroll	No	Reports	Low	Medium	Employee Biosketch Report update Run Control	Would the CPA be able to run an Employee Biosketch Report for all employees in our entire agency and provide it to us? Currently, the Employee Biosketch report process in CAPPS only allows by employee, we unable to run it by department or agency.	Currently the Run Control allows users to run report by employee, allowing for multi-employee selection. The Run Control can be modified to allow more options for running the report.	Modify the Run Control for the Bio-sketch report to allow the report to be run by a single department.	In Work	Pending Development Assigned to the CAPPS Reporting Team
12	8101	15.17	DPS	CAPPS 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".	*Acceptance Testing	
13	18489	13.33	TPWD	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.	*Assigned	
14	17987	12	OAG/SORM	Talent Management	Yes	Recruiting	Medium	Low	Update Automatic New Candidate Message Wording	Update the CAPPS Job-Specific Capture Profile Acknowledgement, New Candidate correspondence message template wording to change the word, "company," to "organization."	Change the verbiage on the message that is sent automatically to candidates who are imported with a job submission. The message thanks the candidate for their interest in our company, but the requesting agency would like to replace the word company with organization, as it is a better description of State agencies.	Update the default verbiage for the CAPPS Job-Specific Capture Profile Acknowledgement, New Candidate correspondence message via configuration.	*Pending Prod Approval	
15	17997	10.57	OAG/SORM	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Report on Candidates on Reqs, Including Comments	Agency requests to report on candidates associated with requisition, including comments. Modify an existing report (TX - Candidate History Detail report) to include comments about the candidate.	Add comments to a report that lists all candidates who have applied for a requisition.	Update an existing report (TX - Candidate History Detail) to include comments by hiring managers and/or recruiters. The updated report will be available to all CAPPS Recruit agencies through Oracle Business Intelligence (OBI). Only Recruiters and Recruiter Administrators can run the report.	Acceptance Testing	
16	17984	10.57	OAG/SORM	Talent Management	Yes	Recruiting	Low	Low	Update CAPPS Offer Letter - External Wording	Update the CAPPS Offer Letter - External correspondence message template wording to change the phrase, "a final offer," to "an offer."	Because this may not be the final offer, a request was made to modify the CAPPS Offer Letter - External message template. The text would change from "a final offer" to "an offer."	Update the default verbiage for the CAPPS Offer Letter - External correspondence message via configuration.	*Pending Prod Approval	

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17	17994	10.29	OAG(/SORM)	Talent Management	Yes	Recruiting	Medium	Low	Candidate Screening Tracking Fields	Agency requests a way to track if a candidate has responded to all screening questions and to track if the agency has contacted the candidate to complete screening questions. New tracking fields can be added to CAPPS Recruit, which would require manual updating by the agency. The fields will be made available to add to the list format views. The agency users can save custom list formats including the new tracking fields.	Agency would like to be able to view, in a list, if candidates have responded to all screening questions and also to see if the agency has contacted the candidate to complete the screening questions. This tracking information can be updated manually by the end user.	Through configuration, create two new user-defined fields that can be used to track if the candidate has responded to all screening questions and if the agency has contacted the candidate to respond to un-answered questions. The fields would need to be updated manually by a recruiter/recruiter administrator to track this information. In addition, update the list formats to include the Submission Completed Date.	Acceptance Testing	
18	17983	8.14	TABC	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Add Pre-Interview Assessments to CAPPS CSW	The agency requests to add an optional step for Pre-Interview Assessments to the CAPPS CSW, which would be placed between the HM Screen step and the 1st Interview step.	Modify the standard CAPPS Candidate Selection Workflow (CSW) to include an optional step for Pre-Interview Assessments between the HM Screen and 1st Interview steps. This will require configuration and impact reporting.	Through configuration, modify the standard CAPPS Candidate Selection Workflow (CSW) to include an optional step for Pre-Interview Assessments between the HM Screen and 1st Interview steps. Additionally, update the TX – Recruiting – CSW Funnel Report and TX – Recruiting – Staffing Workload Report to include the Pre-Interview Assessment step.	Acceptance Testing	
19	8506	5.17	DPS	CAPPS HR/Payroll	Yes	Reports	Low	Medium	New dual employment query	Agency would like to run a query that shows any employees dually-employed at another agency.	The State Employees Employed By More Than One State Agency does not show SAD1 employees. Agency is requesting a simple query that shows all employees dually-employed.	Since Query Manager Won't allow agencies to view other agency information, I suggest we create a view that can, in turn, be used as a query.	In Work	