



# **Fiscal Year-End Activities**

**FYE 2020**

**June 23, 2020**

# Agenda

- FYE Processing Schedule
- Pre-FYE Rollover Activities
- Post-FYE Rollover Activities

# FYE Processing Schedule

# Schedule

- Normal processing will be available **until 5 p.m. on Aug. 31, 2020**
- All transactions processed on **Aug. 31** will be sent to SPRS before the CAPPS team begins the FYE process.
- The system will be unavailable **beginning at 5 p.m. on Aug. 31 through noon Sept. 2, 2020.**
- Normal CAPPS activities will resume at **noon on Sept. 2.**

# Pre-FYE Rollover Activities

# Application Service Provider Solution Center (ASP SC)

The CAPPs Production Support staff will open an ASP ticket with the Short Description of **Agency XXX FYE 2020** for each agency. This ticket will be used to capture all communication and documentation required to complete fiscal year-end processing.

## Mass Position Data Changes (Reorg)

If your agency is planning to make Mass Position Data Changes effective Sept. 1, 2020 (for example, Mass Reorgs), contact the CAPPS help desk and CAPPS Production Support staff will provide a template for your agency's use.

For agencies with a large number of changes to position data information (100 changes or more) for fiscal 2021, the CAPPS team will load your fiscal 2021 mass reorg spreadsheet during the outage window that begins **Aug. 31, 2020**.

# Commitment Accounting: Budgets in CAPPS

Fiscal 2020 Department Budgets in CAPPS HR/Payroll will be established with an effective date of 9/1/20 as part of fiscal year-end processing.

Agencies need to update their FYE ASP ticket indicating one of the following:

- Copy the FY20 budget to FY21 – *meaning no changes or only a few minor changes*
- Load the F21 budget via spreadsheet

For agencies with a large number of changes to budget information (100 changes or more), the CAPPS team will load your fiscal 2020 budget via spreadsheet during the outage window that begins **Aug. 31, 2020**.

# Important Dates

**Aug. 7, 2020** – Test mass reorg spreadsheets must be attached to the ASP ticket in order for the CAPPs Production Support staff to perform a test and provide results to agencies for validation

## **Aug. 21, 2020**

- FINAL mass reorg spreadsheets must be attached to the ASP ticket.
- Test budget load spreadsheets must be attached to the ASP ticket in order for the CAPPs Production Support staff to perform a test and provide results to agencies for validation

**Aug. 31, 2020** – FINAL budget load spreadsheets must be attached to the ASP ticket.

# Position Data Changes

Agencies must enter all Position changes effective prior to Sept. 1, 2020, and Job Data actions effective on or before Aug. 31, 2020 (including any terminations effective Sept. 1, 2020, and make any corrections **before 5 p.m. on Aug. 31, 2020.**

If any active positions will be inactive beginning Sept. 1, 2020, agencies must inactivate them before **5 p.m. on Aug. 31, 2020.**

***Important Note:** Any last minute position changes that could impact the department budget load details must be communicated to the CAPPS team via FYE ASP ticket.*

# Disciplinary Actions and Temporary Assignments

Review employees on Disciplinary Reduction (027) and Temporary Assignment (041). If the employees will be restored from Disciplinary Reduction or returned from Temporary Assignment with an effective date prior to Sept. 1, 2019, agencies must enter the appropriate action – **before 5 p.m. on Aug. 31, 2020.**

The CAPPS team will:

- Return any employees from Disciplinary Reduction by entering a Restore from Disciplinary Reduction (028).
- Return any employees from Temporary Assignment by entering a Return from Temporary Assignment (042).
- Place any employee back on Disciplinary Reduction or Temporary Assignment after the F20 row in Job Data is inserted as directed by the agency via the FYE ASP ticket.

# Agency Responsibilities

## Agencies must:

- Make any date-sensitive August entries ahead of the outage
- Inform managers and employees to ensure all date-sensitive August transactions are processed ahead of the outage
- Ensure all employees are aware of the outage

# Post-FYE Rollover Activities

# Sept. 1 Job Data Changes

Validate that all employees have been appropriately updated for the new fiscal year, which includes verifying that:

- All active employees have an action reason F21 row
- Affected employees have been returned to Disciplinary Reduction (action reason 027) or Temporary Assignment (action reason 041)
- Terminations effective Sept. 1 or earlier do not have a 9/1 F21 row

# Benefit Elections

- 100% Open Enrollment file on **Sept. 2**
- Agencies should review the **CAPPS ERS Inbound Results file** for errors, and spot-check employees' benefit elections

# Salary Actions

- Process any salary actions effective dated Sept. 1 to ensure the 9/1 Annual Base Benefit Rates (ABBR) or Insurance Salary is correctly calculated by CAPPs.
- Insurance Salary File is created multiple times during September.
- ERS creates an error file and the agencies should address any discrepancies.
- A final file is generated at the end of September.

# Payroll

- Complete execution of September payrolls. This includes running the Pre-Distribution Audit Report (PDAR) to validate payroll funding against fiscal year budget load.

**Note:** Any PDAR exceptions must be resolved before confirming the September payroll.

# Time & Labor: Annual-to-Sick Leave Conversion

- Notify your employees of the deadline by which they must enter all annual leave entries with dates prior to 9/1/2020.
- Before processing a lump sum payment for an employee whose termination effective date is 9/2/2020 or later, agencies must evaluate annual leave balances to determine if a manual conversion is necessary. This step is not applicable if the Annual-to-Sick Leave Conversion has already been processed.
- Complete the Annual-to-Sick Leave Conversion process.

# Time & Labor: Leave Liability Report

- Agencies that deployed CAPPS before fiscal 2020 are able to run the Leave Liability report in CAPPS.
- Agencies that deployed in July 2020 will receive their Leave Liability report information (previously retrieved from the USPS Compensable Leave report) from the CAPPS Help Desk Support staff **no later than Friday, Sept. 11, 2020** via their FYE ASP ticket.
- Starting in 2021, agencies that deployed in July 2020 will be able to run the Leave Liability report in CAPPS.

# Time & Labor: Sick Leave Pool

- Ensure all Sick Leave Pool Activity is up to date and run the Sick Leave Pool (SLP) FY Process to update balances for the fiscal year.
- The process must be rerun any time retroactive prior FY SLP actions are entered in TL.

## Time & Labor: Military Rollover

- Complete the military rollover process after the federal fiscal year ends on Sept. 30.
- Ensure all military leave has been entered before running the rollover process in October or November 2020.

# Questions / Concerns





**Thank you!**

**CAPPS Production Support**

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