

CAPPS HR/Payroll
Governance Approved Enhancements
Date of Report: 07/21/20

Service/Support Request (SR) 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 (additional Status information); *=-Updates
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.	In Work	
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.	In Work	
3	14478	42.48	TPWD	HR/Payroll	Yes	TL 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).	*Acceptance Testing	
4	5319	40.43	CAPPS	CAPPS HR/Payroll	Yes	TL 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.	In Work	
5	3023	34.2	DPS	CAPPS HR/Payroll	Yes	TL Time and Labor	Low	Medium	Super User Comp Balance by Employee Report	Would it be possible to have the TX_TL_COMP_BAL_BY_EE Comp Day Balance by Employee report moved to the Super User Texas Reports section to allow Super Users to run this report through their Row Security Permission?	Agency cannot give all superusers access to Query Manager and they need access to the TX_TL_COMP_BAL_BY_EE Query.	Create a new report based on field gathered from user requirements. The TX_TL_COMP_BAL_BY_EE query provides the data for the Comp Balances by Employee Rpt that already exists in CAPPS, but not available to users. The current HCTL1027 can be modified to be available to CAPPS users.	*Acceptance Testing	This request is being addressed with SR14813.
6	8419	29.71	DPS	CAPPS HR/Payroll	Yes	TL 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.	In Work	
7	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 EARNINGS_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
8	19918	21.14	TPWD(802)	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.	*In Work	

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9	19055	19.83	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.	*Completed	Completed in Production 6/25/20
10	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.	*System Test	
11	20459	16.71	TPWD(802)	Talent Management	Yes	Recruiting	Medium	Low	Extend Job Posting to Expire notice to 4 days	We would like to request that expiration notices be sent 4 days before expiration to allow an additional day for managers to assess the need to extend postings.	Send the Standard notification for the Posting About to Expire message four days before job posting expires instead of three days.	Update CAPPS Recruit configuration to send the Standard notification for a Posting About to Expire message 4 days before a job posting expires instead of 3 days.	*Acceptance Testing	
12	8101	15.17	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".	*Pending Prod Migration	
13	18489	13.33	TPWD (802)	CAPPS HR/Payroll	Yes	HR Human Resources	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.	*Completed	Completed in Prod 7/6/20
14	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	