

FYE 20 CHECKLIST

Pre-FYE Checklist

Task	Responsible Party	Description	Due Date
Open FYE SRs in the ASP SC for <u>existing CAPPs Central Agencies</u>	CAPPs Production Support	Service Requests will be opened in the Application Service Provider Solution Center for each agency and include the FYE Checklist and a link to the FYE processing FPP. All FYE communications will be in the Agency's FYE SR.	7/13/2020
Open FYE SRs in the ASP SC for FY20 Deploying CAPPs Agencies	CAPPs Production Support	Service Requests will be opened in the Application Service Provider Solution Center for each agency and include the FYE Checklist and a link to the FYE processing FPP. All FYE communications will be in the Agency's FYE SR.	7/15/2020
Provide a PRELIMINARY mass reorg spreadsheet (for changes greater than or equal to 100)	Agency	Agency will provide a preliminary reorg spreadsheet (effective 9/1/20) if applicable.	8/7/2020
Provide a list of employees on Temporary Assignment and Disciplinary Reduction	CAPPs Production Support	CAPPs Production Support will provide a list of employees on temporary assignment or disciplinary action. Note, Agency will review the list, indicate which employees will be returned to Temporary Assignment or Disciplinary Reduction following the FYE roll, and re-attach the list to the FYE SR by 8/31/20.	8/14/2020
Provide a FINAL mass reorg spreadsheet (for changes greater than or equal to 100)	Agency	Agency will provide a final reorg spreadsheet (effective 9/1/20) if applicable.	8/21/2020
Provide a PRELIMINARY budget load spreadsheet (BLS) or intent to copy commitment accounting configuration to the new FY (for changes greater than or equal to 100)	Agency	Agency will provide a preliminary budget load spreadsheet (with an effective date of 9/1/20), or intent to copy F20 commitment accounting configuration to F21.	8/21/2020
Validate test results	Agency	CAPPs Production Support will process the Agency's preliminary BLS or mass reorg spreadsheet, run a test payroll, and provide results in the FYE SR. Agency will review and confirm validation in the ticket.	8/31/2020
Provide a FINAL budget load spreadsheet (BLS)	Agency	Agency will provide a final budget load spreadsheet (with an effective date of 9/1/20) if applicable.	8/31/2020
Provide a list of employees to be returned to Temporary Assignment or Disciplinary Reduction following the FYE roll	Agency	Agency will attach a list to indicate which employees will be returned to Temporary Assignment or Disciplinary Reduction following the FYE roll.	8/31/2020
Process all terminations effective 9/1/20 and prior, including interagency transfers (065)	Agency	Agency will process all terminations effective dated 9/1/20 or earlier. Note: This action must be completed before the system goes down at 5pm for FYE processing.	8/31/2020
CAPPs HR/Payroll Unavailable at 5 pm for FYE processing	CAPPs Production Support	FYE processing begins.	8/31/2020

FYE 20 CHECKLIST

Post-FYE Checklist

Task	Responsible Party	Description	Due Date
CAPPS HR/Payroll Available at noon	CAPPS Production Support	FYE processing is complete.	9/2/2020
Process all New Hires that are effective 9/1/20 or later	Agency	Agency will process all new hires that are effective 9/1/20 or later. This action must not be done until AFTER the FYE process is complete.	9/2/2020
Validate that employees are restored to Temporary Assignment or Disciplinary Reduction	Agency	Agency will validate that all employees are restored to temporary assignment or disciplinary reduction.	9/2/2020
Provide a PRELIMINARY federal budget load spreadsheet (BLS) if applicable	Agency	Agency will provide a preliminary federal budget load spreadsheet (with an effective date of 10/1/20).	9/11/2020
Provide Leave Liability Report to newly deployed F20 agencies only	CAPPS Production Support	CAPPS Production Support will provide a Leave Liability report to F20 agencies no later than Friday, 9/11/20 via the FYE SR. Starting in 2021, agencies that deployed in July 2020 will be able to run the Leave Liability report in CAPPS.	9/11/2020
Validate payroll reports for federal budget load data	Agency	CAPPS Production Support will process the Agency's preliminary federal budget load spreadsheet, run a test payroll, and provide results. Agency will review and confirm validation in the FYE SR.	9/25/2020
Provide a FINAL federal budget load spreadsheet (BLS) if applicable	Agency	Agency will provide a final federal budget load spreadsheet (with an effective date of 10/1/20) if applicable.	9/25/2020
Run the Emergency Leave Reporting Query	Agency	Agency will run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query and the emergency leave data upload to ensure you can certify by the October 1 deadline. Note: For agencies that deployed in July 2020, emergency leave data recorded in USPS or provided during deployment (for agencies not using USPS leave accounting) was converted to CAPPS and will be included in the CAPPS query.	Before 09/26/2020
Emergency Leave Reporting data load into the Web Application Tool	CPA	CPA will load leave data to the Emergency Leave Reporting web application. Emergency leave reporting for fiscal 2020 is due October 1, 2020.	09/26/2020
Convert Annual Leave to Sick Leave	Agency	Agency will process the annual to sick leave conversion, and confirm completion in the FYE SR.	9/30/2020
Run Leave Liability Report	Agency	Agency that deployed CAPPS prior to F20 are able to run the Leave Liability report in CAPPS.	9/30/2020
Run the Sick Leave Pool process	Agency	Agency will run the sick leave pool process, and confirm completion in the FYE SR.	9/30/2020
Run the Military Leave Balance Carry Forward process	Agency	Agency will run the Military Leave Balance Carry Forward Process and confirm completion in the FYE SR. Note: CAPPS will only process for the most recent federal fiscal year based on the system date.	Run AFTER 09/30/2020