



Centralized Accounting and Payroll/Personnel System

**Enhancements to SSN Fields for
Custom Hire and New Hire
(Hire Candidate) Pages
(SR 32905)**

Jan. 25, 2022

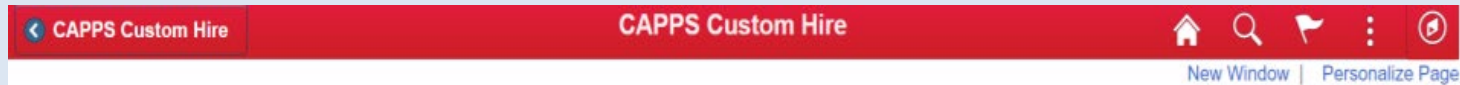
SR 32905 — Enhancements to SSN Fields

- SR 32905 is an enhancement to SSN fields on the following pages:
 - *CAPPS Custom Hire page*
 - *Recruit RSS page*
 - *MSS Hire page*
- **Warning messages** remind the user to not key a hire/rehire into the system until the first day of work and to verify that the Social Security Number (SSN) entered in the **National ID** field is accurate.
- **Validation** fields require users to reenter the SSN with no copy/paste functionality.
- An **error message** displays if the digits in both fields are not identical. A second warning message displays prompting user to confirm that the SSN is correct.
- A final prompt requires the user to click **OK** to acknowledge the SSN is correct before proceeding.
- Multiple opportunities are afforded to verify/correct the SSN before the record is saved.

Enhancements to Custom Hire & New Hire (Hire Candidate) Pages

The **SSN field** changes will be made to the following pages:

- CAPPS Custom Hire page
- CAPPS New Hire (Hire Candidate) pages



CAPPS Custom Hire

National ID Empl ID

Confirm National ID

*Company Name

*Hire Date Empl Record 0

Dual Employment Hire:

A screenshot of the 'New Hire' page in the 'Workforce Administration' system. The page has a red header with the title 'New Hire' and navigation icons. A sidebar on the left lists navigation options: 'CAPPS Custom Hire', 'CAPPS Non-Employee Add', 'Add Additional Assignment', and 'Hire Candidate' (which is highlighted). The main content area is titled 'Hire Candidate' and includes an 'As Of Date' field set to '12/29/2021'. Below this is a text instruction: 'Select the Candidate Name from the list below to begin the onboarding process.' A table with a search icon and a list of candidate records is displayed.

Candidate Name	Candidate ID	Start Date	Requisition ID	Recruiter ID	Recruiter
<input type="text"/>	296090	11/15/2021	00015451	<input type="text"/>	Joseph Giefer
<input type="text"/>	479611	12/01/2021	00015956	<input type="text"/>	Samuel Hauser

Enhancements to the New Hire (Hire Candidate) Page

After the user selects the candidate to be hired, a dialog box appears with a message advising the user to:

- Not onboard new hires before their first physical day at work.
- Verify the new hire's official documents to confirm the SSN is correct.

Enhancements to the New Hire (Hire Candidate) Page ...(continued)

The screenshot displays the 'New Hire' page within a 'Workforce Administration' system. The page is divided into three tabs: 'Personal Data', 'Job Data', and 'Payroll Data'. The 'Personal Data' tab is active, showing instructions to verify and validate the employee's personal information. A modal dialog box is overlaid on the page, containing the following text:

Reminder - New hires should not be onboarded prior to their first day physically reporting to work. (30999,42)

Please review the new hire's official documents (Social Security card or I9) to confirm the national id entered () in the 'National ID' field is correct. Click 'Ok' to confirm no changes are required or 'Cancel' to return to the field and revise what has been entered.

Below the text are two buttons: 'OK' and 'Cancel'.

The background page shows a sidebar with navigation options: 'CAPPS Custom Hire', 'CAPPS Non-Employee Add', 'Add Additional Assignment', and 'Hire Candidate'. The main content area includes fields for 'Date of Birth', 'Gender', 'Ethnic Group', 'Former Foster Child', and 'Selective Service'.

Enhancements to the New Hire (Hire Candidate) Page ...(continued)

After the user confirms the SSN, the dialog box appears **again** with the message advising the user to:

- Not onboard new hires before their first physical day at work.
- Click **OK** to confirm the SSN entered is correct.

This step allows the user to cancel and go back if the SSN is wrong. Clicking **OK** moves the user forward to the next step in the process.

Enhancements to the New Hire (Hire Candidate) Page ...(continued)

The screenshot displays the 'New Hire' page within a 'Workforce Administration' system. The page is divided into three tabs: 'Personal Data', 'Job Data', and 'Payroll Data'. The 'Personal Data' tab is active, showing instructions to verify and validate personal information for the employee. A modal dialog box is overlaid on the page, containing the following text:

Reminder - New hires should not be onboarded prior to their first day physically reporting to work. (30999,43)

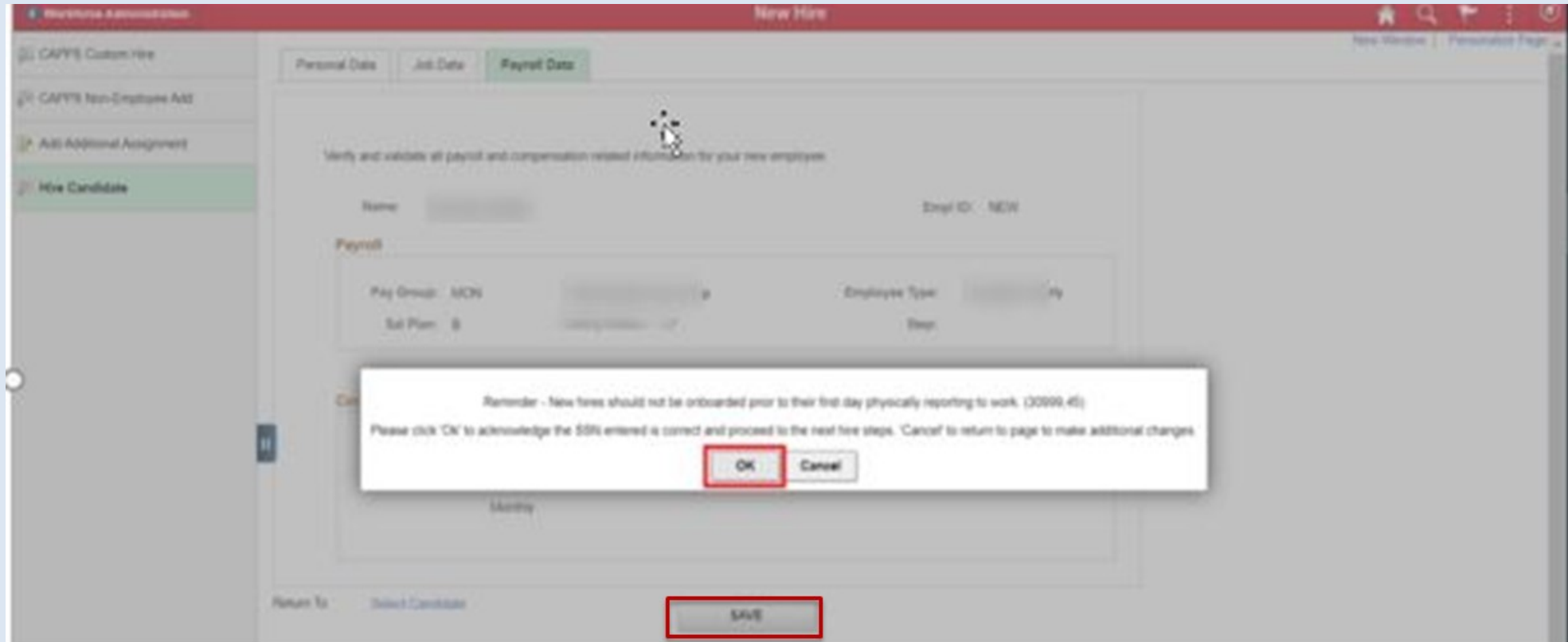
Please review the new hire's official documents (Social Security card or I9) to confirm the national id entered (999-99-9999) in the 'Confirm National ID' field is correct. Click 'Ok' to confirm no changes are required or 'Cancel' to return to the field and revise what has been entered.

Below the text are two buttons: 'OK' and 'Cancel'.

The background page shows a sidebar with navigation options: 'CAPPS Custom Hire', 'CAPPS Non-Employee Add', 'Add Additional Assignment', and 'Hire Candidate'. The main content area includes fields for 'Date of Birth', 'Gender', 'Ethnic Group', 'Former Foster Child', and 'Selective Service'.

Enhancements to the New Hire (Hire Candidate) Page ...(continued)

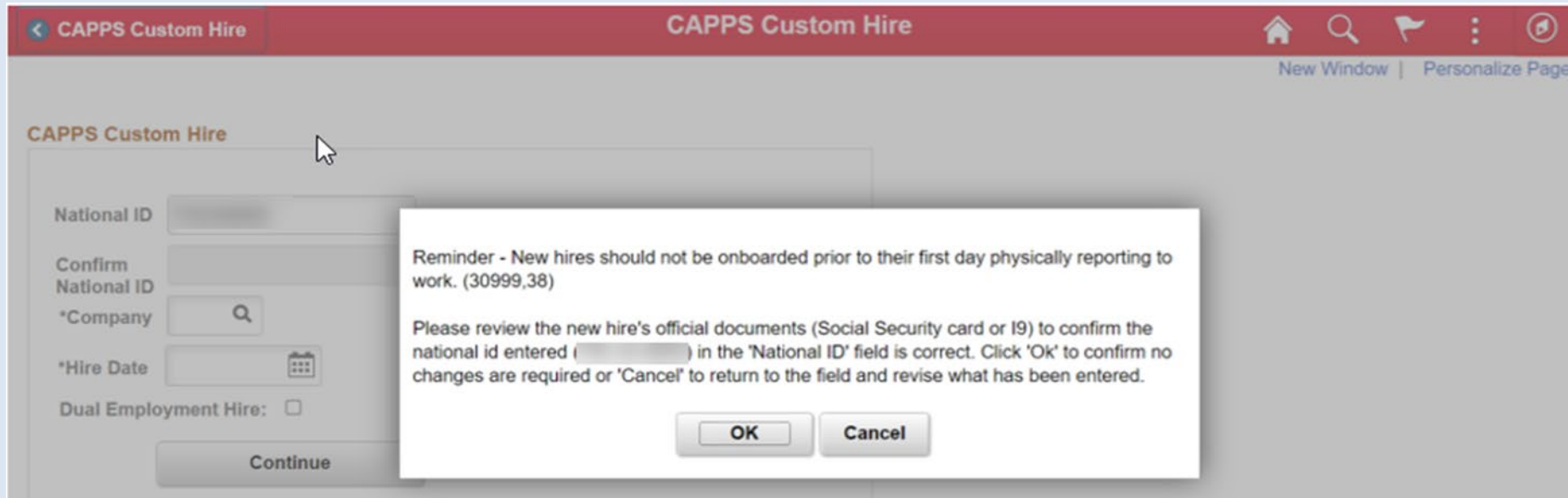
Once all hire data is entered, click the **Save** button located on the *Payroll Data* tab. Before the new hire is saved into the system, a final dialog box appears, providing one more opportunity to confirm that the SSN is correct and the new hire has physically reported to work.



Enhancements to the Custom Hire Page

After populating the **National ID** field and tabbing out of the field, a dialog box appears on the Custom Hire page with the message advising the user to:

- Not onboard new hires before their first physical day at work.
- Verify the new hire's official documents to make sure that the SSN is correct.



Enhancements to Custom Hire Page ...(continued)

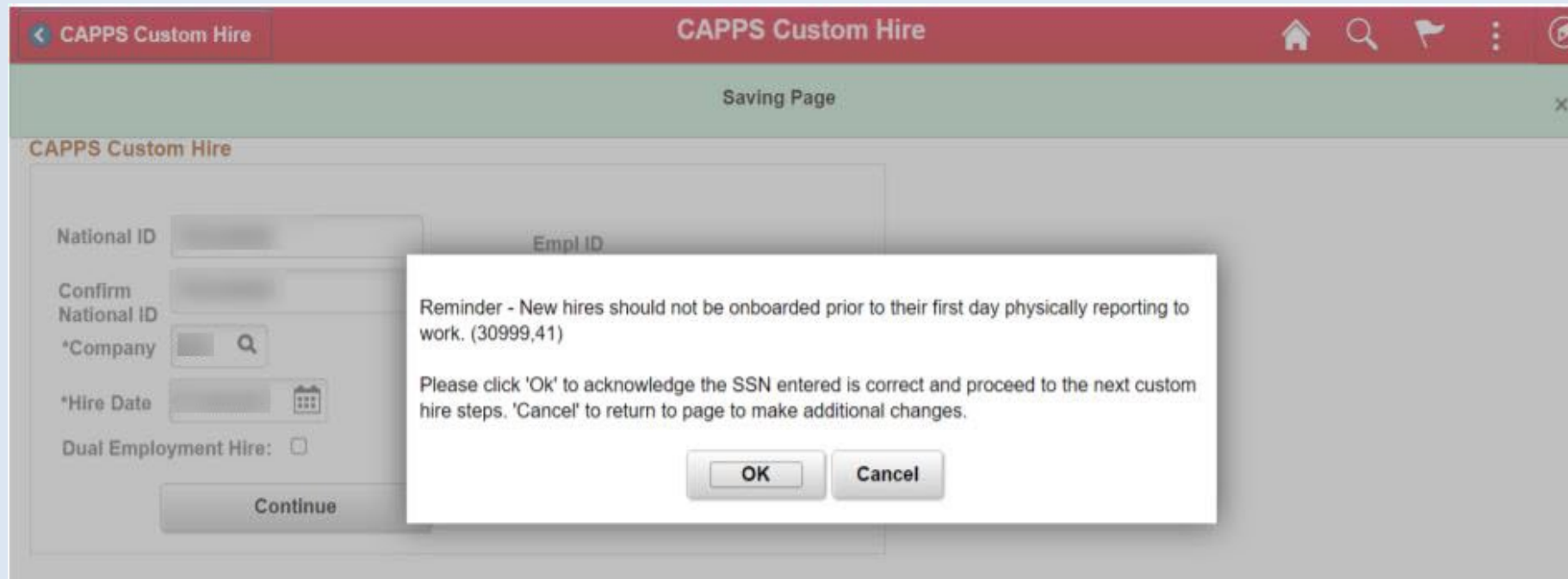
After populating the new **Confirm National ID** field and tabbing out of the field, the dialog box appears again advising the user to:

- Not onboard new hires before their first physical day at work.
- Verify the new hire's official documents to make sure that the SSN is correct.



Enhancements to Custom Hire Page ...(continued)

After clicking **OK**, the user gets a final dialog box advising them to reconfirm the SSN and the onboarding start date, providing one more opportunity to verify the information before proceeding.





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Thank You!

CAPPS Production Support

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