

**CAPPS HR/Payroll
Enhancements (SRs) Submitted to User Group**

Date of Report: Feb. 17, 2022

Service Requests (SR) Information

Voting Items

SR #	Requesting Agency	Product	Impacts All Agys	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	Proposed Solution (How it would work/Customization Overview)	CAPPS Support Team Vote Recommendation
35315	CPA	Talent Management	Yes	Recruiting	Low	Low	Automated <i>Requisition Filled</i> Message.	The generic automated message stating that a requisition is "filled by" the staffing personnel closing the requisition appears to some to read as if the staffing personnel closing the position is the one who filled said position.	Update the <i>Requisition Filled</i> message from: Sir or Madam: Your requisition {Requisition.JobTitle} ({Requisition.ContestNumber}) has been filled by {Requisition.RequestedBy} on {Requisition.EventDate} To: Sir or Madam: Your requisition {Requisition.JobTitle} ({Requisition.ContestNumber}) has been filled on {Requisition.EventDate}.	The CAPPS Recruit deployment team will modify the existing <i>Requisition Filled</i> message template in CAPPS Recruit.	Approve
27091	RRC	HR/Payroll	Yes	PY Payroll	Low	Low	Exempt from Withholding.	Need to add Warning language to the W4 Tax Information entry page in CAPPS that clarifies the tax withholding.	Employees often misconstrue the current message " <i>Check this box if you meet both conditions to claim exemption from tax withholding.</i> " on the W4 Tax Information page, so a clarifying warning message needs to be added.	Add an additional warning to the ESS W4 Tax Information page, in red, to state "CHECKING THIS BOX WILL CAUSE NO TAX TO BE WITHHELD FROM YOUR PAYCHECK."	Approve