

CAPPS HR/Payroll Governance Approved Enhancements

Date of Report: April 14, 2022

Service/Support Request (SR) Information.

Enhancements Approved by Governance – ACTIVE.

Gov. Priority	SR #	Gov. Priority #	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)	Status; *=Updates	UAT & PRD Target Dates
1	2114	39.38	DPS	HR/Payroll	Yes	Time and Labor	Low	Medium	ESS Access to Leave Summaries for Terminated Employees.	Provide ESS Access to Leave Summaries after termination.	The terminated employees do not have access to their leave summaries after separation through employee self-service, as they did with the old EIS (employee information system) system. Terminated employees are not able to find out what their final leave balance was at separation so they can compare to their final check and lump sum (if applicable).	The CAPPS team will provide ESS access to terminated employees for <i>Reported Time, Leave Balances, and the Employee Monthly Time</i> report. Similar to other modules, access is view only.	*Pending Prod Migration	PRD 4/21/22
2	33576	30.14	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Requisition Details Report.	Request for an enhancement by adding a date range prompt for posting date to the OBI <i>TX – Requisition Details</i> report.	For the <i>TX – Requisition Details</i> report, add a date range prompt for the posting date(s).	The CAPPS Recruit deployment team will modify existing <i>CAPPS Recruit Oracle Business Intelligence (OBI)</i> reports.	Assigned	TBD
3	1111	23.17	OCA/SPA	CAPPS Reporting	Yes	Reports	Medium	Large	State Matching Contributions Reports by Year.	The agency wants the current <i>State Matching Contribution</i> 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, the agency wants 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 wants to add the EARNLS_END_DT field to the <i>State Matching Contribution</i> report to show when an amount was appropriated versus when it was paid. Additionally, they request a new report in the same format as the <i>State Matching Contribution</i> report with a Run Control option of FY or AY. Currently, the Run Control option for FY or AY cannot be simply added to the current version of the report.	Add the AY to the current <i>State Matching Contribution</i> 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	TBD
4	30574	22.29	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Candidate CSW Progress Details Report.	Add the Start Date (Effective Date) to the <i>Candidate Selection Workflow Progress Details</i> report.	Add the Start Date (Effective Date) to the CAPPS Recruit OBI <i>Candidate CSW Progress Details</i> report.	The CAPPS Recruit deployment team will update the <i>Candidate CSW Progress Details</i> report to include the Start Date (Effective Date).	In work	TBD

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5	32667	21.71	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Create new OBI report for active postings.	<p>Create a new OBI report to capture data for active postings, and include the following data elements/columns:</p> <ol style="list-style-type: none"> 1) Requisition Title 2) Business Unit Code 3) Business Unit Name 4) Department Code 5) Department Name 6) Posting Begin Date 7) Posting End Date 8) State Job Code 9) Additional State Job Codes 10) Job Code(s) 11) Salary Admin Plan 12) Grade 13) Additional Grades 14) Minimum Salary 15) Maximum Salary 16) Budget Code <ul style="list-style-type: none"> • Include the prompts for posting (begin) date and the department to filter the results. • Make the report so it can be loaded into external tools like XLS and Access for further processing by the Agency (i.e., no data suppression to show data grouping). <p>Only show Active Postings – where the Posting End Date is either null or in the future.</p>	<p>The agency requests an active posting report that includes the following pieces of information for columns:</p> <ol style="list-style-type: none"> 1) Requisition Title 2) Business Unit Code 3) Business Unit Name 4) Department Code 5) Department Name 6) Posting Begin Date 7) Posting End Date 8) State Job Code 9) Additional State Job Codes 10) Job Code(s) 11) Salary Admin Plan 12) Grade 13) Additional Grades 14) Minimum Salary 15) Maximum Salary 16) Budget Code <ul style="list-style-type: none"> • Prompts include standard prompt elements and posting (begin) date and the department to filter the results. • The report should include active postings only. <p>Make the report in a format that allows the data to be loaded into other tools.</p>	The CAPPS Recruit deployment team will build a new CAPPS Recruit Oracle Business Intelligence (OBI) report to report on active postings.	Assigned	TBD
6	33575	20.43	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Requisition CSW Summary Report.	<p>Requesting an enhancement to the OBI <i>TX – Requisition Candidate Selection Workflow (CSW) Summary</i> report by adding a column for the:</p> <ul style="list-style-type: none"> • Posting date(s) • Unposting date(s) 	For the <i>TX – Requisition CSW Summary</i> report, add columns for posting and unposting date(s).	The CAPPS Recruit deployment team will modify existing CAPPS Recruit Oracle Business Intelligence (OBI) reports.	Assigned	TBD
7	35315	19.71	CPA	Talent Management	Yes	Recruiting	Low	Low	Automated Requisition Filled Message.	<p>The generic automated message stating that a requisition is "filled by" the staffing personnel closing the requisition reads (to some) as if the staffing personnel that closed the position is the person who is hired for said position.</p>	<p>Update the <i>Requisition Filled</i> message from:</p> <p>Sir or Madam: Your requisition {Requisition.JobTitle} ({Requisition.ContestNumber}) has been filled by {Requisition.RequestedBy} on {Requisition.EventDate}</p> <p>To:</p> <p>Sir or Madam: Your requisition {Requisition.JobTitle} ({Requisition.ContestNumber}) has been filled on {Requisition.EventDate}.</p>	The CAPPS Recruit deployment team will modify the existing <i>Requisition Filled</i> message template in CAPPS Recruit.	*Completed	PRD 3/31/22
8	28607	19.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Add a view to Veteran Details report.	<p>Add a new view to the <i>Veteran Details</i> report that allows for exporting the data in a format without suppression of all the columns that have repeating data so it can be loaded properly into Access.</p>	Provide veteran information that is in a format friendly to exporting and importing as a new view to the <i>Veteran Details</i> report in CAPPS Recruit OBI.	Build and publish a new view of the Veteran Details report in CAPPS Recruit OBI.	In work	TBD

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9	27091	19	RRC	HR/Payroll	Yes	PY Payroll	Low	Low	Exempt from Withholding.	Add Warning language to the W4 Tax Information entry page in CAPPs that clarifies the tax withholding.	On the W4 Tax Information page, employees often misconstrue the current message "Check this box if you meet both conditions to claim exemption from tax withholding." Add a clarifying warning message.	Add an additional warning to the ESS W4 Tax Information page (in red) that states "CHECKING THIS BOX WILL CAUSE NO TAX TO BE WITHHELD FROM YOUR PAYCHECK."	Assigned	TBD
10	28335	16.5	TDI/OIEC (454/448)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update the TX Comprehensive Req Metrics Report.	The agency requests an update to an existing report that add smore Requisition metrics to the report. In the TX Comprehensive Requisitions Metrics report, add a new column or field, "Acceptance – Hire (# days)." This field will calculate and/or monitor the number of days between when a candidate accepts an offer until their actual hire date or start date.	Update the TX Comprehensive Requisitions Metrics report by adding a new column or field for "Acceptance – Hire (# days)." This field calculates and/or monitors the number of days between when a candidate accepts an offer until their actual hire date or start date.	Update the OBI report to meet the requirements.	In work	TBD
12	28606	16.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	New report to list Submissions Completed Metrics.	Create a new report to list "Submissions Completed Metrics" to show the Total Submissions Completed (Applicants) by CSW Status and by Req ID. The Agency seeks to see a total Submissions Completed by the CSW Statuses and then the Job Codes for a date range – this is for Sr. Mgmt. Recommend calling this new report the "Submissions Completed Metrics" report and provide the various "slices" within it for the columns mentioned below, and add date range filtering: <ul style="list-style-type: none"> • Parameters: <ul style="list-style-type: none"> – Start Date – End Date – State Job Code – Job Code • Display Columns: <ul style="list-style-type: none"> – Requisition ID – Position # – State Job Code – Job Code – Requisition Title – CSW Status Name (Not Selected, Applicant Withdrew, Hired – External, etc.) – Total applicants (Completed Submissions) per CSW Status Name – Total applicants (Completed Submissions) per Req ID Details Attached.	Build a new report in CAPPs Recruit OBI that provides submissions completed by CSW status, requisition ID and job code for a date range.	Build and publish a new report (tentatively named Submissions Completed Metrics) meeting the requirements in CAPPs Recruit OBI.	Assigned	TBD
14	30537	14.86	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Summary of Openings and Submissions Hired.	The agency requests an enhancement by adding a column for State Job Code to the OBI report TX – Recruiting – Summary of Openings and Submissions Hired report.	For the TX – Recruiting – Summary of Openings and Submissions Hired report, add a column for State Job Code.	The CAPPs Recruit deployment team will modify existing CAPPs Recruit Oracle Business Intelligence (OBI) reports.	Assigned	TBD

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15	28603	12.71	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Add Views to Requisition Details Report	<p>Add several new views to the <i>Requisition Details</i> report that shows the posting metrics as outlined below. Filtering Parameters (possible):</p> <ul style="list-style-type: none"> • Start Date • End Date <p>The report needs to display Total Requisitions posted for:</p> <ol style="list-style-type: none"> 1) Timeframe (or similar) 2) Per Dept ID 3) Per Dept ID & Requisition Title 4) Posted per Dept ID & State Job Code 5) Posted per Dept ID & Job Code 6) Posted per Requisition Title 7) Posted per State Job Code 8) Posted per Job Code 9) Report Display – Detail <p>Add a view that displays a smaller view of the data set to display Total Submissions Completed (Applicants) by key data elements below (using the Submissions Completed measure). Possible filtering Parameters:</p> <ul style="list-style-type: none"> • Start Date • End Date • State Job Code • Job Code <p>Suggested Display Columns:</p> <ul style="list-style-type: none"> • Requisition ID • Position Number • State Job Code • Job Code • Requisition Title • Total Applicants (Completed Submissions) <p>Also add date filters as prompts, such as Requisition Created Date.</p>	Update the Requisition Details report in CAPPS Recruit OBI to add additional views to the report. The additional views give details on posting metrics and additional submission metrics.	Update the Requisition Details reports to meet the requirements in CAPPS Recruit OBI.	Assigned	TBD
16	8506	5.17	DPS	HR/Payroll	Yes	Reports	Low	Medium	New dual employment query.	Agency wants 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 requests a simple query that shows all employees dually employed.	Since Query Manager won't allow agencies to view other agency information, create a new view that can (in turn) be used as a query.	Assigned	TBD
17	28637	4.43	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Recruit – Staffing Workload Report.	<p>Update the <i>Recruiting – Staffing Workload</i> report by:</p> <ul style="list-style-type: none"> • Removing the Total Submissions Completed measure to the left of the pivot as it is misleading, • Removing (or moving) the row label for the #Submissions Completed in the pivot heading. • Adding the Recruiter Name to the report. <p>Note: The grand total by CSW Statuses is present and that piece does not need to change.</p>	Update the Staffing Workload report in CAPPS Recruit OBI to remove the total submissions completed, update the # Submissions Completed in the pivot heading and add the recruiter.	Update the Staffing Workload report to meet the requirements in CAPPS Recruit OBI.	Assigned	TBD
18	7045	3.56	DPS	HR/Payroll	Yes	Human Resources	Medium	Low	Add a Rating of "Waive" for Firearms Qualifications.	On the Certified Peace Officer tab of the CAPPS Employee Profile page, add a new rating scale value of "waived" to the firearms qualifications section, which is applicable to commissioned personnel are injured and granted a waiver for firearms qualifications.	Add a new translate value of "waived" to the rating scale for the firearms qualifications section.	The CAPPS HR team will update the Employee Profile page allowing an additional option of "waived" to be chosen for the rating scale as it relates to firearms qualifications.	Assigned	TBD

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19	6932	2	DPS	HR/Payroll	Yes	HR/Payroll	Low	Low	Change Firearms section sort order.	Agency wants to change the Firearms section sort order on the Certified Peace Officer tab of the CAPPS Employee Profile component to be first sort by the "qualified date" (newest to oldest) first, then sort by the "firearm type" (smallest number to largest number).	Modify the sort order of how information is displayed in the Firearms section on the Certified Peace Officer tab of the CAPPS Employee Profile component.	Currently, the Firearms section on the Certified Peace Officer tab of the CAPPS Employee Profile component sorts first by "firearm type" (smallest to largest), then by "qualified date" (oldest to newest). Changing this sort order to first sort by "qualified date" (newest to oldest), and then sorting by the "firearm type" (smallest to largest) allows the most recent qualifications regardless of the "firearm" type to be listed at the top.	Assigned	TBD