CAPPS HR/Payroll
Governance Approved Enhancements

Date of Report: May 20, 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.	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 to compare to their final check and lump sum (if applicable).	The CAPPS team will provide ESS access to terminated employees for Reported Time, Leave Balances and the Employee Monthly Time Report. Similar to other modules, access will be view only.	Completed	PRD 04/21
2	33576	30.14	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Requisition Details Report.	Agency wants an enhancement to the *OBI report TX – Requisition Details* By adding a date range prompt for posting date.	For the TX – Requisition Details report, add a date range prompt for the posting date(s).	The CAPPS Recruit deployment team will modify existing CAPPS Recruit Oracle Business Intelligence (OBI) reports.	Assigned	TBD
3	1111	23.17	OCA/SPA	CAPPS Reporting Team	Yes	Reports	Medium	Large	State Matching Contributions Reports by Year.	Agency wants 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 wants to add the EARNS_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.	System Test	Statewide 08/01–05 Agency 08/08–12 PRD 08/18
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 Candidate Selection Workflow Progress Details Report.	Add the Start Date (Effective Date) to the CAPPS Recruit OBI report Candidate CSW Progress Details report.	The CAPPS Recruit deployment team will update the Candidate CSW Progress Details 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.	Create a new OBI report to capture data for active postings, and include the following data elements/columns: 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 • 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). Only show Active Postings – where the Posting End Date is either null or in the future.	The agency requests an active posting report that includes the following pieces of information for columns: 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 • Prompts include standard prompt elements and posting (begin) date and the department to filter the results. • The report should include active postings only. Make the report in a format that allows the data to be loaded into other tools.	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.	Requesting an enhancement to the OBI *TX – Requisition Candidate Selection Workflow (CSW) Summary* report by adding a column for the: • Posting date(s) • Unposting date(s)	For the TX – Requisition CSW Summary 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	28607	19.14	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Add a view to Veteran Details Report.	Add a new view to the *Veteran Details* report to allow for exporting the data in a format without suppression of all the columns that have repeating data so that it can be loaded properly into Access.	Provide veteran information that is in a format friendly to exporting and importing as a new view to the Veteran Details report in CAPPS Recruit OBI.	Build and publish a new view of the Veteran Details report in CAPPS Recruit OBI.	In Work	TBD
8	27091	19	RRC	HR/Payroll	Yes	PY Payroll	Low	Low	Exempt from Withholding.	Warning language needs to be added to the W4 Tax Information entry page in CAPPS that clarifies the tax withholding.	Employees often misconstrue the current message "*Check this box if you meet both conditions to claim exemption from tax withholding.*" on the W4 Tax Information page. Therefore, a clarifying warning message needs to be added.	Add a 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.*"	Assigned	TBD

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9	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 by adding more 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.	The agency requests an update to the TX Comprehensive Requisitions Metrics report to add a new column or field for **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 OBI report to meet the requirements.	In work	TBD
10	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** that shows the Total Submissions Completed (Applicants) by CSW Status and by Req ID. The Agency wants 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 making this a new report called **Submissions Completed Metrics** that provides the various "slices" within it for the columns mentioned below and adds date range filter: • Parameters: – Start Date – End Date – State Job Code – Job Code • Display Columns: – 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
11	30537	14.86	DPS	Talent Management	Yes	Reports, Recruiting	Low	Medium	Update Summary of Openings and Submissions Hired.	The agency is requesting an enhancement to the OBI report TX – Recruiting – Summary of Openings and Submissions Hired by adding a column for State Job Code.	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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12	28603	12.71	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Low	Medium	Add Views to Requisition Details Report.	Add several new views to the *Requisition Details* report that shows the posting metrics as outlined below. Possible Filtering Parameters: • Start Date • End Date The report needs to display **Total Requisitions** posted for: 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 Add a view that displays a smaller view of the data set to display **Total Submissions Completed** (Applicants) by key data elements outlined below (using the Submissions Completed measure). Possible Filtering Parameters: • Start Date • End Date • State Job Code • Job Code Suggested Display Columns: • Requisition ID • Position Number • State Job Code • Job Code • Requisition Title • Total Applicants (Completed Submissions) Also, add date filters as prompts, such as Requisition Created Date.	Update the Requisition Details report in CAPPS Recruit OBI to add additional views to the report. The additional views should provide details on posting metrics and additional submission metrics.	Update the Requisition Details reports to meet the requirements in CAPPS Recruit OBI.	Assigned	TBD
13	8506	5.17	DPS	HR/Payroll	Yes	Reports	Low	Medium	New dual employment query.	Agency would like to run a query that shows any employees that are 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 dually employed employees.	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.	Assigned	TBD

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14	28637	4.43	TCEQ (582)	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Recruit – Staffing Workload Report.	Update the Recruiting – Staffing Workload report by: • 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. **Note:** The grand total by CSW Statuses is present and that piece does not need to change.	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
15	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 "waive" to the firearms qualifications section. This is needful in the instance where 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 to allow an additional option of "waived" to be chosen for the rating scale as it relates to firearms qualifications.	Assigned	TBD
16	6932	2	DPS	CAPPS HR/Payroll	Yes	HR/Payroll	Low	Low	Change Firearms section sort order.	Agency would like 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, and 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) and then "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) would allow the most recent qualifications regardless of the "firearm" type to be listed at the top.	Assigned	TBD