

2022 Fiscal Year-End CHECKLIST

Prior to Fiscal Year-End

Task	Responsible Party	Description	Due Date
Open "FYE" SRs in the ASP SC for fiscal 2022 for all CAPPS Agencies.	CAPPS Production Support	CAPPS Production Support opens service requests in the Application Service Provider Solution Center for each agency and includes the fiscal year-end Checklist and a link to the fiscal year-end processing FPP (T.003). All fiscal year-end communications are in the agency's "FYE" SR.	7/14/2022
Provide a PRELIMINARY mass reorg spreadsheet (for changes greater than or equal to 100).	Agency	Agency provides a preliminary reorg spreadsheet (effective 9/1/22), if applicable.	8/5/2022
Provide a list of employees on Temporary Assignment and Disciplinary Action.	CAPPS Production Support	CAPPS Production Support provides a list of employees on Temporary Assignment or Disciplinary Action. Note: Agency reviews the list and indicates which employees are returned to Temporary Assignment or Disciplinary Action following the fiscal year-end roll by re-attaching the list to the "FYE" SR by Aug. 30, 2022.	8/15/2022
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 provides a preliminary budget load spreadsheet (with an effective date of 9/1/22) or intents to copy fiscal 2022 commitment accounting configuration to fiscal 2023.	8/22/2022
Provide a FINAL mass reorg spreadsheet (for changes greater than or equal to 100).	Agency	Agency provides a final mass reorg spreadsheet (effective 9/1/22), if applicable.	8/22/2022
Validate BLS test results.	Agency	CAPPS Production Support processes the agency's preliminary BLS (if it was submitted), runs a test payroll and provides results in the "FYE" SR. Agency reviews and confirms validation in the ticket.	8/31/2022
Validate Mass Reorg test results.	Agency	CAPPS Production Support processes the agency's preliminary mass reorg spreadsheet (if it was submitted), runs the process and provides results in the "FYE" SR. Agency reviews and confirms validation in the ticket.	8/31/2022
Provide a FINAL budget load spreadsheet (BLS).	Agency	Agency provides a final budget load spreadsheet (with an effective date of 9/1/22), if applicable.	8/31/2022
Provide a list of employees to be returned to Temporary Assignment or Disciplinary Action following the fiscal year-end roll.	Agency	Agency attaches a list indicating which employees are to be returned to Temporary Assignment or Disciplinary Action following the fiscal year-end roll.	8/31/2022
Process all terminations effective 9/1/22 and prior, including interagency transfers (065).	Agency	Agency processes all terminations effective dated 9/1/22 or earlier. Note: This action must be completed before the system goes down at 5 p.m. for fiscal year-end processing.	8/31/2022
CAPPS HR/Payroll unavailable at 5 p.m. for fiscal year-end processing.	CAPPS Production Support	Fiscal year-end processing begins. All payrolls must be approved before the system goes down at 5 p.m. for fiscal year-end processing.	8/31/2022

2022 Fiscal Year-End CHECKLIST

After Fiscal Year-End

Task	Responsible Party	Description	Due Date
CAPPS HR/Payroll available at 8 a.m.	CAPPS Production Support	Fiscal year-end processing is complete.	9/3/2022
Process all New Hires that are effective 9/1/22 or later.	Agency	Agency processes all new hires that are effective 9/1/22 or later. This action must not be done until after the fiscal year-end process is complete.	9/3/2022
Validate that the employees are restored to Temporary Assignment or Disciplinary Reduction.	Agency	Agency validates that all employees are restored to Temporary Assignment or Disciplinary Reduction.	9/3/2022
Provide the Leave Liability Report to newly deployed fiscal 2022 agencies only.	CAPPS Production Support	CAPPS Production Support provides a Leave Liability Report to fiscal 2022 agencies no later than Friday, Sept. 9, 2022, via the "FYE" SR. Beginning in 2023, agencies that deployed in July 2022 can run the Leave Liability Report in CAPPS.	9/9/2022
Provide a PRELIMINARY federal budget load spreadsheet (BLS), if applicable.	Agency	Agency provides a preliminary federal budget load spreadsheet (with an effective date of 10/1/22).	9/13/2022
Run the Emergency Leave Reporting query.	Agency	Agency runs the TX_TL_SB73_EMERGENCY_LEAVE_RPT query to review and reconciles the emergency leave data that will be uploaded to the Emergency Leave Reporting web application and certified by the Oct. 1 deadline. Note: For agencies that deployed in July 2022, emergency leave data recorded in USPS or provided during deployment (for agencies not using USPS leave accounting) was converted to CAPPS and is included in the CAPPS query.	Run BEFORE 09/23/2022
Data upload to the Emergency Leave Reporting web application.	CAPPS Production Support	CAPPS Production Support loads leave data to the Emergency Leave Reporting web application. Emergency leave certification for fiscal 2022 is due Oct. 1, 2022.	09/23/2022
Validate payroll reports for federal budget load data.	Agency	CAPPS Production Support processes the Agency's preliminary federal budget load spreadsheet, runs a test payroll, and provides results. Agency reviews and confirms validation in the "FYE" SR.	9/24/2022
Provide a FINAL federal budget load spreadsheet (BLS), if applicable.	Agency	Agency provides a final federal budget load spreadsheet (with an effective date of 10/1/22), if applicable.	9/24/2022
Convert Annual Leave to Sick Leave.	Agency	Agency processes the annual to sick leave conversion and confirms completion in the "FYE" SR.	9/30/2022
Run the Leave Liability Report.	Agency	Agency runs the Leave Liability Report in CAPPS, if deployed prior to fiscal 2022.	9/30/2022
Run the Sick Leave Pool process.	Agency	Agency runs the Sick Leave Pool process and confirms completion in the "FYE" SR.	9/30/2022
Run the Military Leave Balance Carry Forward process.	Agency	Agency runs the Military Leave Balance Carry Forward process and confirms completion in the "FYE" SR. Note: CAPPS only processes the most recent federal fiscal year based on the system date.	Run AFTER 09/30/2022