Future Dated New Hires

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Hiring in the Future

Pros:

- Agency can get a jump start on getting the employee in the system and the employee can get their credentials sooner.

- Agency can avoid delays when large number of new hires are being hired at once.

- Agency can manage the onboarding process and guide the new employee through Employee Self Service (ESS), if applicable.

Cons:

- Candidate rescinds the offer or is a no-show and the agency now has a new hire in CAPPS.

Hiring in the Future...*continued*

Although your agency may have viable business reasons to hire a candidate before their hire date, this practice is not recommended. Here are the steps that must be taken:

1. Agency opens a Service Request (SR) and provide a Letter of Authorization (LOA) with the pertinent information regarding the employee and the effective date of hire.

2. The SR is assigned to the CAPPS Payroll team to determine if the employee has any pay associated with their hire record and works with the agency regarding payroll issues.

3. The CAPPS Payroll team works with the CAPPS HR and technical teams to take the appropriate action to either delete the employee from CAPPS or delete the employee record associated with this hire only.

4. The CAPPS HR team ensures all SPRS records are cared for accordingly.

Final Note: Please take into consideration these points when hiring a candidate into CAPPS before they physically show up for duty.

Thank You!

Presented by CAPPS Production Support

For questions or suggestions on future User Group topics, contact CAPPS.CGC.ba@cpa.texas.gov