

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

Date of Report: Oct. 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
39280	DPS	Talent Management	Yes	Recruiting	Low	Medium	TX – Recruiting EEO Detail Report Enhancement	<p>Requested enhancements to the TX - Recruiting EEO Detail Report include:</p> <ol style="list-style-type: none"> Add 4 separate columns for the candidate address individual fields. <ul style="list-style-type: none"> Candidate City Candidate State Candidate Country Candidate Zip Add 5 columns for veteran preference and former foster youth data that will facilitate agencies being able to total the columns. <ul style="list-style-type: none"> Veteran (Count)? Spouse of a Veteran (Count) Orphan of a Veteran (Count) Former Foster Youth (Count) Are you currently 25 years of age or younger (Count) 	<p>Update the TX – Recruiting EEO Detail Report to include the requested columns. The report currently includes a full address for the candidate, and the request is to add columns to break out each address element. Add veteran preference and former foster youth columns with Y/N and 1/0 values to facilitate totaling counts.</p>	<p>The CAPPS Reports team will update the TX – Recruiting EEO Detail Report to add the requested columns.</p> <ol style="list-style-type: none"> After Candidate Address (Full) (column P) add separate columns for: <ul style="list-style-type: none"> Candidate City Candidate State Candidate Country Candidate Zip Note: Leave Candidate Address (Full) (column P) as is with the candidate’s full address. Add the Veteran Preference columns with the corresponding "Y"/"N" values as well as maintain the columns with the "Y" / "N" transposed as "0" ("N") and "1" ("Y") so that Agencies can filter by the "Y"/"N", or do offline sub-totaling on the columns with "0"/"1" – referring to the following columns: <ul style="list-style-type: none"> Veteran (Count) Spouse of a Veteran (Count) Orphan of a Veteran (Count) Former Foster Youth (Count) Are you currently 25 years of age or younger (Count) 	Approve
32458	TFC	HR/Payroll	Yes	Reports	Low	Large	Leave Liability Report by Fund	The CAPPS Leave Liability Report (ETL00022) provides agency FYE totals by department. Agency would like the Leave Liability Report by department totals to be by PCA and Fund.	Agency wants the Leave Liability Report by Fund to be similar to the USPS 570 report.	Modify CAPPS Leave Liability Report (ETL00022) to provide department totals by PCA and Fund.	Approve
28255	DPS	HR/Payroll	Yes	HR	Low	Low	New Values for Military Discharge	<p>Agency wants the following military discharge values added:</p> <ul style="list-style-type: none"> General Other Than Honorable Under Honorable Conditions Bad Conduct Uncharacterized/Entry-Level 	Add additional values for the military discharge field on the Military tab of the CAPPS Employee Profile component to align CAPPS values with military discharge values.	CAPPS would create new translate values that could be selected for the military discharge field.	Approve

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28368	DPS	HR/Payroll	Yes	HR	Low	Low	Create New Disciplinary Action Type Values	Agency wants to be able to record multiple work rule violations on the same day and is requesting six new values be added to the disciplinary action type: Disciplinary Type/Description <ul style="list-style-type: none"> • WR1 / Work Rule Violation 1 • WR2 / Work Rule Violation 2 • WR3 / Work Rule Violation 3 • WR4 / Work Rule Violation 4 • WR5 / Work Rule Violation 5 • WR6 / Work Rule Violation 6 	Add six new values to the disciplinary action type located on the Disciplinary Action tab of the Record Disciplinary Action component to enable recording situations where an employee has violated more than one work rule on a single day.	CAPPS would create new translate values beginning with WR (standing for work rule) followed the by numbers 1 through 6 to enable the recording of multiple work rule violations occurring on a single day in the disciplinary action type field.	Approve
32601	TSBVI	HR/Payroll	Yes	HR	Medium	Low	Create New Certification Values	Agency wants to have four new certification values added to the CAPPS Employee Profile component in the Certification, Licenses & Other section of the Qualifications tab: <ul style="list-style-type: none"> • Agricultural Sci & Tech 6-12 • Deaf and Hard of Hearing • Vis Handi (PK-12) • Brd Cert Beh Analyst 	Add four new certification values to the Certification, Licenses, & Other section on the Qualification tab of the CAPPS Employee Profile page to enable recording these certification types.	CAPPS would create new translate values to enable these certifications to be captured and added by agency staff.	Approve
34530	TJJD	HR/Payroll	Yes	HR	Low	Low	Create New Disciplinary Actions Taken	Agency wants two additional values for disciplinary actions taken: <ul style="list-style-type: none"> • Suspension with Pay • At Will Termination 	Add two new values to enable recording the disciplinary actions taken of either Suspension with Pay or At Will Termination on the Action Taken tab of the Record Disciplinary Action component.	CAPPS would create two new translate values to enable the recording of the following disciplinary actions taken: <ul style="list-style-type: none"> • SWP (Suspension with Pay) • AWT (At Will Termination) 	Approve
39781	TCEQ	HR/Payroll	Yes	HR	Medium	Low	Create New Certification Values	Agency wants to have a new identification number type added to the CAPPS Employee Profile component in the Certification, Licenses & Other section of the Qualifications tab: Personal Identity Verification (PIV) Disaster ID	Add one new employee identification type to the Certification, Licenses, & Other section on the Qualification tab of the CAPPS Employee Profile page to enable capturing this information.	CAPPS would create a new translate value to enable a new license type to be captured and added for agency staff.	Approve