

CAPPS HR/Payroll User Group Meeting

Tuesday, Aug. 22, 2023

9–10:30 a.m.

(Webinar Only)

I. Welcome

- The meeting began with a kickoff question for the attendees: “Which agency are you from?”
- Attendees used the polling feature of the Slido app in Webex to respond. Answers were displayed in a Word Cloud format and reflected a wide array of agencies in attendance.

II. Announcements and Reminders

- The final EEO-4 Report was made available on Aug. 17, 2023. Agencies are reminded that EEO-4 Certification forms are due to the Governor’s office on Aug. 31, 2023. The [EEO-4 Report](#) instructions and certification forms are available on FMX.
- Fiscal year-end (FYE) key dates:
 - Normal processing is available until Aug. 31 at 5 p.m.
 - All transactions processed on Aug. 31 are sent to SPRS before the CAPPS team begins the fiscal year-end process.
 - The system will be unavailable Aug. 31 at 5 p.m. – Sept. 5 at 8 a.m.
 - Normal CAPPS activities will resume on Sept. 5 at 8 a.m.
- Agencies were encouraged to use the FYE Checklists to ensure all activities were completed by their respective dates.
- The CAPPS Training and Governance team announced the Governance Committee members for the HR/Payroll User Group for the Fiscal 2024-25 biennium. The Financials committee members are:

CAPPS Committee Role	Name	Agency
Large Agency Representative	Alan Lester	302 OAG – Office of Attorney General
Large Agency Representative	Cherish Hinkie	405 DPS – Department of Public Safety
Medium Agency Representative	Arlene Caballero	323 TRS – Teacher Retirement System of Texas
Medium Agency Representative	Kristie Guerra	580 TWDB – Texas Water Development Board
Small Agency Representative	Sabrina Salazar	459 TBAE – Texas Board of Architectural Examiners
Hub Agency* Representative	Lore Miller	320 TWC – Texas Workforce Commission
TXDOT Representative	David J. Houston	601 TXDOT – Texas Department of Transportation
HHSC Representative	Mike Markl	529 HHSC – Health & Human Services Commission

III. Production Updates

- HR/Payroll SR Summary Data for July 2023 included 784 new tickets opened and 637 tickets closed. There were 834 tickets carried forward from July into August.
- The HR/Payroll release for August included 21 new requests that included four new features, four bug fixes and 13 improvements. Highlights of these changes:
 - New query (TX_HR_AGY_ACTVPOS_WEE_INFO) that provides a list of all active positions and incumbent information (else blank and a date vacated if vacant), so this information can be readily available to core HR users. (SR 19911)
 - Agency entries deleted from the Non-CAPPS FMLA Hours page are also removed from the FMLA Inquiry page after running the FMLA balance process so an employee's FMLA leave balance is accurate. (SR 43929)
 - Projected Annual Leave Report will round accruals to the next quarter-hour, similar to the Payable Time Summary, so TL Superusers can run the report without error and accruals rounding is the same in the report and Payable Time Summary. (SR 13012)
- The HR/Payroll Production Release SRs for September will migrate to Production on Sept. 14 and 28, with a total of 26 items being implemented. Highlights of the September release include:
 - Improvement to produce the projected longevity report on a single tab in Excel. (SR 14329) This work unit encountered a defect and is now included in the November Release with a migration date of Nov. 16, 2023.
 - Improvement to include new military categories on the TX_HR_AGY_VETERANS_STATUS_ALL query. (SR 48159)
 - Fix for CPE main load discrepancy (SR 46864)
 - Improvement that improves the employee monthly time report. (SR 47567)

- For the new functionality being implemented in September, three changes are highlighted for agency testing during UAT. The functionality and acceptance criteria:
 - The Sick Leave Pool Carryover Report now accurately reports multiple agencies. (SR 33936) This work unit encountered a defect and is now included in the November Release with a migration date of Nov. 16, 2023. **Acceptance Criteria:** TL Superusers can run the Sick Leave Pool report with multiple agencies on the run control page and validate that the Sick Leave Pool Adjusted Hours field is displayed appropriately based on all the agencies.
 - The new action reason codes for lateral transfers are included on reports and queries. (SRs 47527, 47528, 47536, and 47538) **Acceptance Criteria:** Confirm that employees who have the new Action Reason codes are included accurately in the TX_ACTV_EMPL_VW, TX_ACTV_LIST_VW, TX_LASTSALACTVW and TX_HR_AGY_ACTV_EMPL queries and to the Personal Changes Report. Validate the new LAST ACTION DATE field on the TX_EMPLOYEES_CUR to confirm that the A46 exists and accurately reflects the employee's Job Information.
 - CAPPs Recruit OBI Reports users should test the CAPPs Recruit report for updated military employment preference information. (SR 47151) **Acceptance Criteria:** Confirm that the two new military status fields are included on applicable OBI reports. Confirm that veteran verbiage is changed to military status on applicable OBI reports. For a list of all reports impacted, refer to the SR.
 - No HR/Payroll enhancements were submitted to Governance (voting items) this month.

IV. On the Horizon

- The CAPPs team has identified thousands of unused private queries in the reporting databases and will undergo a phased effort to remove these and implement a regular schedule of cleanup going forward. (SR 47374)
 - New query TX_QRY_PRIVATE_NOT_RUN_30MTHS will be available for testing Sept. 4–8. This query reports private queries that haven't been run by agency users for at least 30 months and will be deployed to production on Sept. 14, 2023.
 - In October, the first wave of cleanup will begin. After this initial cleanup, a monthly batch job will be implemented to regularly sweep and remove unused private queries.
- Agencies are asked to encourage their employees to consent to electronic delivery of the year-end W-2 and 1095-C forms.
 - Attendees were polled via Slido with the question: *"Have you elected to receive your year-end forms electronically?"* Responses indicated that 92% of User Group attendees had consented to electronic forms.
 - Employees can consent to receive W-2 and/or 1095-C forms electronically through the **My Pay** tile.
 - The TX_YEAR_END_CONSENT_REPORT displays W-2 and 1095-C consent statuses for employees.
- Payroll training is being planned to assist payroll officers with processing issues, error reports, reports/queries, reversals/reissues, etc.
- Upcoming changes for CAPPs Training and desk aid resources are being planned for the Fall. Highlights include:
 - New desk aid resource page will be published on the CAPPs Training website, with content focused on the most requested desk aids and information from the CAPPs Help Line and user groups.
 - Updating the CAPPs self-paced training courses, using a more user-friendly format.
 - Instructor-led training (ILT) is expected to resume in the Fall/Winter months. Once determined, schedules will be announced in User Group meetings and/or other communications channels.

V. Features & User Spotlights

- Important fiscal year-end (FYE) activities were reviewed. Highlights include a processing overview and other key activities.
 - A processing overview was shared, which highlighted:
 - As part of SAO conversion, agencies should move the employee to a new jobcodes before Aug. 31, 2023.
 - If an agency maintains separate job titles (other than the SAO), the CAPPs team will not update the titles, unless it is a deleted jobcodes moving to a new jobcode.
 - For reallocations in which the salary is below the minimum of the new salary group, CAPPs updates the salary to the minimum of the new group.
 - The deadline for reorganizations was Aug. 18, 2023.
 - If an agency has a salary increase, Agency Level 1 Support Staff are asked to provide the template in the FYE SR by the end of the day today (Aug. 22, 2023).
 - Reclassifications can be entered (after the FYE rollover) beginning on Sept. 5, 2023.

- The annual-to-sick leave conversion may be run (on a date determined by the agency) after all August activity was completed. Conversion is due by Sept. 30, 2023. Agencies should run the annual-to-sick conversion before running the Leave Liability report for the most accurate liability reporting. Employees terminated between Sept. 1 and the conversion need to be reviewed for manual conversion before processing lump-sum payments.
- Agencies that deployed in May 2023 will receive their Leave Liability report from CAPPs help desk support by Friday, Sept. 8, and will be able to run it in CAPPs beginning in fiscal 2024.
- Sick/family leave pool updates are due by Sept. 30, 2023. Agencies are reminded to ensure that all sick/family leave pool activity is up-to-date before running the FYE processes.
- Complete the military rollover process after the federal fiscal year ends on Sept. 30, 2023. Ensure all military leave was entered before running the rollover process in October or November 2023. As a reminder: employees who do not use all 15 days of military leave available in a federal fiscal year (October – September) can carry forward the unused portion of military leave, up to a maximum of 45 days (360 hours), into the next federal fiscal year. This process removes any hours above 360 (as of Sept. 30, 2023) using Time Reporting Code (TRC) MLTYX
- The 100% Open Enrollment file will be provided to agencies on Sept. 5, 2023. Agencies should review the CAPPs ERS Inbound Results for errors and spot-check benefit elections.
- Agencies were reminded to promptly process any salary actions effective Sept. 1, 2023, to ensure that the Annual Base Benefit Rates (ABBR) and Insurance Salary are calculated correctly by CAPPs. Provide feedback for any error files by sending the year-end SR ticket.

VI. Open Forum / Q&A

- Attendees were asked in a Slido poll: *“What is your biggest question or concern related to the Paid Parental Leave being implemented on Sept. 1, 2023?”* Responses will be reviewed in the next User Group meeting and are provided in the public section of SR 47187.

VII. Deep Dive Topics

- **Paid Parental Leave** – details and activities related to the implementation of the new Paid Parental Leave (as provided under Senate Bill 222) were reviewed.
 - The 88th Legislature provides paid leave for certain state employees who are eligible for FMLA following the birth or adoption of a child and specifies:
 - 40 days of leave for employees who have given birth
 - 20 days of leave for an employee whose spouse has given birth or employees who adopt a child or whose gestational surrogate gives birth to their child.
 - To be eligible to use FMLA, the Department of Labor regulations stipulate that an employee must have been employed with the agency for 12 months and must have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. CAPPs calculates the eligible hours based on an employee’s FTE/Standard Hours and this amount displays on the CAPPs Eligibility page.
 - To implement Paid Parental Leave in CAPPs, the CAPPs team completed the following actions:
 - Added new TRCs and Comp Time-Off Plan to track eligible Paid Parental leave for employees.
 - Enrolled all employees into the new Comp Time Plan.
 - Updated Paid Parental Leave TRCs to appropriate Value lists.
 - Added a negative balance edit.
 - Added a new timesheet edit to stop employees from taking PPLVT if the FMLA ID (Event) Leave Reason is not Birth or Adoption.
 - Agency Level 1 Support Staff can reference **SR 47187** for a comprehensive listing of all new TRCs and other configuration details.
 - To administer Paid Parental Leave in CAPPs, agencies need to follow these practices:
 - Awarding leave days is the responsibility of the agencies. Agencies need to develop/update FMLA business processes to include the Paid Parental Leave award using the TRCs PPBLA and PPOLA, as appropriate.
 - When leave is taken, the employee, manager, superuser or time administrator uses PPVLT as the TRC with the hours taken. The Paid Parental Leave Taken FMLA time entries must be within the dates entered on the FMLA event and must include the appropriate FMLA Event ID that indicates a leave reason of **Birth** or **Adoption**.
 - If leave is lost due to the expiration of the FMLA event, agencies are responsible for zeroing out the remaining Paid Parental Leave. Agencies need to develop a business process for this and use the PPLVL as the TRC when the FMLA event expires.

- When an employee returns from FMLA and still has a remaining Paid Parental Leave Balance, the remaining hours are lost as the statute does not provide authority to bank leave hours for future events. The CAPPs Super User needs to remove those hours using PPLVL.
- When an employee (who is currently on FMLA and utilizing Paid Parental Leave) transfers to another agency, the agencies should communicate to determine if there is an eligible Paid Parental Leave balance that needs to be transferred. The employee must meet the following conditions:
 - ◊ Currently eligible and actively on a **Birth or Adoption** FMLA event.
 - ◊ Currently using Paid Parental Leave and has not exhausted all the hours (40 or 20).
 - ◊ Being placed on a **Birth or Adoption** FMLA event at the new agency to continue their leave time.
- When coordinating the transfer of the employee, any remaining balance at the old agency may be transferred out manually with PPLTO and transferred in for the new agency with PPLTI. The employee can then continue using the Paid Parental Leave balance until the leave balance is exhausted, their FMLA event has expired, or they have otherwise returned from FMLA.
- **Emergency Leave Reporting** – key activities related to the annual emergency leave reports were reviewed.
 - All state agencies and institutions of higher education are required to annually report emergency leave to the Comptroller’s office.
 - **Emergency leave** is any leave granted to an employee according to Texas Government Code, Section 661.902.
 - Agencies that granted more than 32 hours of emergency leave to one or more employees in the previous fiscal year must certify the hours granted.
 - Agencies that did not grant more than 32 hours to any employees must certify that no employees were granted more than 32 hours of emergency leave.
 - Additional information on [Emergency Leave Reporting Requirements](#) is available on FMX.
 - Agencies are advised to validate their emergency leave data prior to Sept. 23, 2023, by reviewing the TX_TL_SB73_EMERGENCY_LEAVE_RPT query.
 - On Sept. 23, 2023, the CAPPs production support team will load each agency’s emergency leave information to the emergency leave web application.
 - For Agencies that deployed in May 2023, emergency leave data recorded in USPS (or provided during deployment) was converted to CAPPs and will be reported through the TX_TL_SB73_EMERGENCY_LEAVE_RPT query.
 - Agencies must certify emergency leave in the Emergency Leave Reporting web application by Oct. 1, 2023.
 - All agencies should plan ahead for emergency leave reporting by ensuring that the appropriate users have access to the Emergency Leave Reporting web application.
 - Users who were granted access in the past should confirm that their access is current and active. Inactive users may have had their access revoked.
 - If a password reset is required, users must contact the CPA Help Desk (not the CAPPs Help Line) for assistance.
 - New user access must be requested by the agency’s security coordinator using the Security Request Form and new access requests may take up to three business days to complete.
 - To run the emergency leave query (from RPT1):
 1. In the navigation bar, select **Menu**.
 2. Select HR/Payroll Reporting.
 3. Select Reporting Tools.
 4. Select Query Manager or Query Viewer.
 5. Select **Run to Excel** for easy sorting and filtering of emergency leave data.
 - In the query fields, users may enter an employee ID to see emergency leave data for that employee or leave it blank to report all employees with emergency leave data.
 - Only employees with more than 32 hours of emergency leave will display in the query.
 - If no employees used more than 32 hours of emergency leave, the query displays a “No matching values were found” message.
 - Take the following steps to validate the agency’s emergency leave:
 - Audit query results for accuracy.
 - Ensure proper documentation is on file for each emergency leave entry indicated on the report.

- Make appropriate timesheet corrections and updates, as necessary.
 - ◇ Timesheet corrections can be made in CAPPS by the T&L Superuser before Sept. 23.
 - ◇ If timesheet corrections are made after Sept. 23, Level 1 Support Staff must request that the data be reloaded to the web application via the FYE SR.
 - ◇ If a timesheet correction is made after the agency certified emergency leave via the web application, Level 1 Support Staff must request via the FYE SR to have the certification backtracked and emergency data reloaded to the web application for recertification.
- Note any inconsistencies or errors on the report that require corrections by the CAPPS production support team and create an SR.
- After the agency has validated its emergency leave data (and the web application has been populated), the emergency leave reporting can be certified.

VIII. Wrap-up/Close Meeting

- **Next meeting:** Thursday, Sept. 28, 2023 — CAPPS HR/Payroll and Financials (Combined) User Group meeting.
- Submit ideas or suggestions for future user group discussions to: capps.product.team@cpa.texas.gov
- To be added to the distribution list for the user group meetings, email: capps.cgc.ba@cpa.texas.gov