CAPPS HR/Payroll User Group Meeting
Tuesday, May 28, 2024
9–10:30 a.m.
(Webinar Only)

I.   **Welcome**
- The meeting kicked off with an icebreaker question: *Have you had a chance to log into UAT3 and test all the great new features CAPPS is adding in the upgrade?*
- 117 attendees (31%) responded:
  - 32% answered "Yes"
  - 68% answered "No"

II. **Announcements and Reminders**
- The third-quarter *Military Workforce Summary Reports* are due in June.
  - The correction deadline is **June 14, 2024**.
  - The Acknowledgment and Reporting forms will be available on **June 18** and are due by **June 25, 2024**.

III. **Production Updates**
- The HR/Payroll SR Data for April 2024 included:
  - 665 new tickets opened
  - 743 tickets closed
  - 480 tickets carried forward from April into May
- The HR/Payroll release for May includes 19 new requests that include 10 bug fixes, four features and five improvements. Highlights of these changes:
  - A bug fix that allows Recruit's *Self-Service* **Hire Candidate** users to hire candidates that are designated as contingent workers without having to hire through CAPPS **Custom Hire** and manually flag in **Recruit Hire**. (**SR 44561**)
  - A new feature that prevents managers and time administrators from making schedule changes or overriding schedules during payroll processing. (**SR 7833**)
  - An improvement to load prior state service when an employee transfers from one CAPPS Central agency to another thereby eliminating the need for the receiving agency to enter the service manually. (**SR 45123**)
- There are no HR/Payroll Releases scheduled for June (due to the code freeze implemented in preparation for the CAPPS Image and Tools upgrade on June 24).
- Four enhancements are submitted for a vote to be added to the CAPPS HR/Payroll baseline. The SRs and their short descriptions from the ASP tool (along with the corresponding user stories and proposed solutions) are:
  - **SR 39640** – Update the *Employee Without Evals* query
    - *User Story: As an administrator, I want to view employees within a given date range and by their HR status that are missing a document when running the Employees Without Evaluations query so that I can accurately monitor the progress of our evaluations.*
    - Proposed Solution Summary: Recommend adding new filter prompts for a given date range and by HR Status: (Prompt 1) for a search date range; (Prompt 2) for HR Status. Additionally, add a new column that displays the employee's current HR Status.
  - **SR 50669** – Enhance the *Leave Balances by Agency* report
    - *User Story: As a team lead superuser, I want to see additional information on the Leave Balances by Agency report so that a single report includes all pertinent data in one report.*
    - Proposed Solution Summary: Enhance the *Leave Balances by Agency* report to include job code, job code description and FLSA status. In addition, include the ability to run the report for multiple departments or business units and then sort the report by Company, Department or Business Unit and the employee's name.
  - **SR 52943** – TX Benefit Contribution Register
    - *User Story: As a benefits coordinator, I want a report that provides an all-agency active employee listing that shows all current benefits elections and the related costs, including the employee portion and the state-paid portion, so that I can create a total compensation statement for our employees.*
    - Proposed Solution Summary: Modify the delivered BEN003 (Benefit Contribution Register) report. This report contains all the data elements the agency wants but must be modified for multi-tenancy and to allow the user to extract data with a "between" date prompt.

- o **SR 53847** – Create Promo and Step Level Action Reason Codes
  - *User Story: As a core human resources (HR) user, I want a new action reason created to report on Career Track Promotions for Schedule C Advanced Progression Commissioned staff and a new action reason created to report Step Level Adjustments for Schedule C Advanced Progression Commissioned staff, so that these action reasons can be used for reporting purposes.*
  - Proposed Solution Summary: Modify the current listing of promotion action reason codes to include two new promotion action reasons to track *Step Level Adjustments* for the *Schedule C Advanced Progression Commissioned Staff* and the *Step Level Adjustments for Schedule C Advanced Progression Commissioned Staff*.

IV. CAPPS Project Updates

- Deployment of the Image and Tools upgrade is on track for implementation on **June 24, 2024**.
- User Acceptance Testing (UAT) is ongoing with three weeks remaining.
- The CAPPS team is preparing documentation and checklists for cutover and support.
- The overall project status is 75% complete.

V. On the Horizon

- The CAPPS HR/Payroll PeopleSoft Image is upgrading from PUM 40 to PUM 47 on **June 24, 2024**. Concurrently, HCM PeopleTools and ELM PeopleTools is upgrading to version 8.60.10 and BOBJ is upgrading from BOBJ 4.2 to 4.3. Some highlights of the image include:
  - o Adding a global search feature to the top banner. From the *Person* search, users can navigate directly to the *Personal Information* page. From the *Job Data* search, users can navigate directly to the *Job Action Summary*.
  - o Adding a Remote Worker functionality that provides the ability to configure and track remote worker information at the employee level. Employees can be classified as *Remote Workers, Remote Worker Managers* or *Remote Worker Administrators*. This new function enables workflows for manager approvals for the *Remote Worker* designation. (**SR 49550**)
  - o Adding a new Insights Dashboards for managers, which provides at-a-glance data visualizations and includes the ability to drill down to selected datasets.
    - Insights Dashboard tiles on Manager Self Service (MSS) provide an overview for quick reference. (**SR 50922** and **SR 51097**)
    - Remote Worker tiles will be available to agencies that implement the *Remote Worker* functionality. Remote Worker requests appear in the manager's Approvals tile. (**SR 49550**)
  - o Make two changes to the Fluid Timesheet. (**SR 49557**)
    - Move the **Add Row** (**+**) and **Remove Row** (**–**) buttons to the left-hand side of the page (on the left of the freeze line).
    - Add a new **View By** option to allow a time reporter to enter and display time by a single FLSA week or by month.
  - o Improvements to *Time and Labor* fluid pages will provide consistent headers on the *Time Summary* page, the *Payable Time* page and the *Leave Balances* page. (**SR 49558**)
  - o *Time and Labor* fluid navigation will retain an employee's context when switching between the following pages: Timesheet, Time Summary, Payable Time, and Leave Balances. (**SR 49556**)
  - o Several enhancements are coming to Performance Management (ePM).
    - Implementation of fluid functionality for ePM. (**SR 49547**)
    - Establish a new security role (TX_EP_AGENCY_DOC_SUPPORT) for ePM administrators. (**SR 13129**)
    - Update the query, TX_EP_DOC_STATS_BY_MGR to display only active employees. (**SR 52460**)
    - Add a new *Reports To Document Status* to the MSS tile and a new ePM Reports tile. (**SR 51742**)
- Fiscal year-end (FYE) activities will begin soon. To begin pre-planning for FYE, consider if your agency will be executing a reorganization or whether there will be new Department IDs, Funds, or PCAs or a major change in funding structure.
- Migrate CAPPS Recruit to a new Oracle database, resulting in:
  - o Decommission of Oracle Business Intelligence (OBI) Reporting
  - o Oracle Analytics (OAS) Reporting will replace OBI. Oracle Analytics has a similar look and feel to OBI.
  - o Network and email security settings updates.
  - o CAPPS Recruit S01 environment will be unavailable from 10 a.m. on **June 4–6** at 10 a.m.
  - o CAPPS Recruit Production will be unavailable from 4 p.m. on **June 20–22** at 12 a.m.
  - o Refer to **SR 54982** for additional information and testing.

VI. Features & Spotlights

The U.S. Department of Labor announced updates and revisions to Fair Labor Standards Act (FLSA) Regulations that take effect on **July 1, 2024**:

- The salary threshold for *exemptions* raises to $844 per week ($43,888 per year).
- The total annual compensation for *highly-compensated employees* (HCEs) raises to $132,964 per year.
- *Thresholds* will be routinely updated to reflect current earnings data. Effective Jan. 1, 2025:
  - The salary threshold increases to $1,128 per week ($58,656 per year)
  - The HCE threshold increases to $151,164 per year
- Unless an employee is exempt from FLSA, the employee must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time-and-one-half the employee's regular rate of pay. For more information on the FLSA salary threshold changes, see the U.S. Department of Labor's [Wages and the Fair Labor Standards Act](#) page.
- For those positions/employees that were identified as needing a change to their existing FLSA indicator, the following steps should be taken in CAPPS:
  - Insert a new **7/1/2024** *effective date row* in the *Agency Job Code Setup* table for any job codes where the default FLSA indicator needs to be updated.
  - Enter a **7/1/2024** *effective date row* using reason code **UPD** in ***Manage Position*** for each impacted active position and update the FLSA indicator, as appropriate.
  - Enter a **7/1/2024** *action* with a **DTA/038** *action reason* in the ***Manage Job*** transaction for each employee and toggle the position number so that the FLSA indicator will update based on information keyed on the associated *Manage Position* row.

  > **Note:** FLSA indicator changes entered on **Manage Job** will automatically create a matching effective date row on the employee's *Time and Labor* enrollment setup, which changes the employee's workgroup to non-exempt, thereby making the employee eligible for overtime.

- Agencies that need to change 100 or more staff from *exempt* to *non-exempt* can open an SR to request a mass change template. Changes to the FLSA indicator default at the *Agency Job Code* level should be completed **manually** by the agency.

VII. Open Forum/Q&A

Five questions were submitted in the pre-meeting survey form:

- **Question:** Are job aides available online?
  Answer: Yes, the desk aid library is available on the *[CAPPS Training](#)* website and more content is being added regularly.
- **Question:** When will in-person CAPPS training start?
  Answer: The CAPPS Training team is looking at late summer after self-paced trainings are all updated with the fiscal 2024 image changes.
- **Question:** When will we receive the ERS Group 3 presentation and Q&A from February 2024?
  Answer: The ERS presentation was part of the UG presentation and went out in March. We are finalizing a FAQ and hope to have it sent out this week.
- **Question:** When will desk aids for performance management be available?
  Answer: Draft desk aids for all the modules are attached to UAT **SR 82**, **SR 83** and **SR 84**. The final desk aids will be uploaded to the CAPPS Training website soon.
- **Question:** Is there any way to bring the breadcrumbs back to the top of CAPPS, or make it so we can go back one "level" instead of starting over at home after opening a new tab?
  Answer: *Oracle has no plans to bring back the breadcrumbs bar. Breadcrumbs are available when using the right-hand navigation and still display when opening a new tab – but only if originally used to navigate to the page. Once you open the new window, select the menu bar and you'll see the navigation previously used and should be able to select where you'd like to start from.*

VIII. Deep Dives

The *Career Section* login has new updates to enable more methods for candidates to retrieve forgotten usernames and passwords:

- A "*Forgot your user name?*" feature allows candidates to receive an email containing their user name, as long as they have a registered email address.The candidate enters the email address associated with their *Candidate* account and an email is sent to that address containing the user name.
- A "*Forgot your password?*" feature allows candidates to request an email containing a single-use passcode. The candidate enters their user name and email address and an email is sent to the candidate containing a passcode and hyperlink to a page where the candidate enters the passcode and is allowed to update their password.

- After three unsuccessful login attempts, a lockout feature locks the candidate's account for five minutes. Upon lockout, an email is sent to the associated email address. During the lockout, the candidate cannot use the "*Forgot your password?*" feature. If the candidate attempts to use "*Forgot your password?*" feature, a message displays indicating that the action cannot be completed and instructing the candidate to wait until the five-minute lockout period expires.

IX. Wrap-up/Close Meeting
- **Reminder:** Thursday, June 13, 2024 (2–3 p.m.) — UAT Closeout meeting
- **Next Meeting:** Tuesday, June 25, 2024 — CAPPS HR/Payroll and Financials (Combined) User Group Meeting
- Submit ideas or suggestions for future user group discussion 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