

CAPPS HR/Payroll User Group Meeting

Tuesday, Jan. 28, 2025

9–10:30 a.m.

(Webinar Only)

I. Announcements & Reminders

- CAPPS will employ a security measure that scans documents when attached in CAPPS. Documents are scanned for malware, viruses and other threats.
 - Certain file types are disallowed (including .zip and .exe files).
 - Scanning was already implemented in UAT1 and MNT environments.
 - Scanning rolls out to production in March.
- Before submitting Letters of Authorization (LOAs), agencies should review the requested transaction to determine if position information is affected.
 - The agency shall update and/or correct employee position data when submitting the LOA.
 - Failure to update position data delays processing the LOA until the necessary corrections are made.
- The CAPPS team is making final preparations to begin prior state service, phase II. Some agencies must complete resolving discrepancies before phase II begins.
 - Check the CAPPS service desk for a ticket for your agency.
 - Service tickets will include a list of employee prior state service discrepancies for review and action.
 - Corrections are requested to be completed by **Jan. 31, 2025**.
- Calendar year-end processing is winding down. Some key dates:
 - **Jan. 31, 2025** – Run TAX915-W3/W-3SS transmittal totals
 - **Feb. 21, 2025** – Pick up 1095-C forms
 - **March 31, 2025** – E-File 1095 transmittal
 - Warrant window pick-up times: 9–11 a.m.

II. HR/Payroll Production Updates

- The HR/Payroll SR data for December 2024 included 644 new tickets opened and 709 tickets closed. There were 679 tickets carried forward from December into January.
- The HR/Payroll release for January contains 14 requests consisting of six break-fixes, five improvements and three new features. Highlights include:
 - **SR-60376** — a break-fix to correct the FMLA balances process logic so the employees' FMLA balances are calculated accurately when a prior-period event is added or modified.
 - **SR-6201** — an improvement to limit prior-month changes to only TL superusers while payroll is in process.
 - **SR-60237** — a new report that displays all employee & employer deductions for benefits.
- The HR/Payroll release for February contains 11 requests consisting of six break-fixes, two improvements and three new features.
- For the new functionality implemented in the February releases, three changes are highlighted for agency testing during user acceptance testing (UAT). Functionality and acceptance criteria:
 - **SR-60382** — A request to remove time entries that have been removed or zeroed out from displaying on the *Time Needs Approval Insights* tile (UAT: Feb. 3–7; Production: Feb. 13).
 - **Acceptance Criteria:** Verify that the *Time Needs Approval Insights* tile shows the correct counts on the manager's dashboard after the sync processes after the user (i.e. employee, manager, time administrator or superuser) deletes or zeros out one of the time entries in *Needs Approval* status.
 - **SR-62816** — A request to display a warning message when an FMLA administrator attempts to approve an FMLA leave request that does not meet CAPPS eligibility calculations (UAT: Feb. 3–7; Production: Feb. 13).
 - **Acceptance Criteria:** Validate that CAPPS displays the following warning message if an FMLA event is created and the employee does not meet the eligibility requirements: *The system calculated FMLA Leave Eligibility for this FMLA Leave Request has not been met. Eligibility calculations can be found on the CAPPS Eligibility page in the Eligibility Determination section. Click 'OK' to approve this request or 'Cancel' to return to the page.* Validate that the FMLA ID can be used on the timesheet.
 - **SR-64049** — A request to allow ePM administrators to view former employees' evaluations, even if they are employed at another agency (UAT: Feb. 17–21; Production: Feb. 27).
 - **Acceptance Criteria:** Validate that an ePM administrator can view the performance document history for former employees.

III. SRs Submitted to Governance

- The CAPPs steering committee has approved the adoption of a newly revised version of the CAPPs Governance document (CAPPs Governance v3.0). The new document combines and replaces the existing CAPPs Governance and CAPPs Consolidated Application Control Environment (CACE) documents into single comprehensive text outlining the CAPPs Governance process and Hub CACE requirements. Additionally, it implements a significant change for the user group governance/voting process.
 - Effective **Jan. 21, 2025**, the user group committee voting process for SRs Submitted to Governance (enhancements) was replaced by a statewide CAPPs agency feedback period. With this change, the user group committees for HR/Payroll and Financials were disbanded.
 - Enhancement SRs are still reviewed at the user group meetings and all CAPPs agencies have the opportunity to provide feedback/comments on each SRs during and after the meetings.
 - The CAPPs steering committee will continue to review and vote on enhancement SRs Submitted to Governance at their next meeting after the SRs are presented to user groups.
 - The new governance process for user groups allows all state agencies to review enhancement SRs and provide feedback and comments on those SRs via their Level 1 support staff.
 - SRs Submitted to Governance for Financials and HR/Payroll enhancements are reviewed during the user group meeting for the relevant tower or during combined user group meetings, as appropriate. No change to this review step.
 - Following the user group meeting, all agencies are encouraged to share the SR information with appropriate staff and work with their agency's Level 1 support staff with questions, comments or other feedback entered in the comments section of the ticket.
 - Comments may be added to an SR at any time — but to be included in the SRs Submitted to Governance review for the steering committee, the comments must be entered into the ticket by the end of the day on the Thursday before the next steering committee meeting.
 - The CAPPs steering committee meets on the second Tuesday of every month.
 - **Example:** For the enhancement tickets presented to this user group today, comments must be added to the SRs **by 5 p.m. on Thursday, Feb. 6**, to be included in the document sent for the steering committee's Feb. 11 meeting.
 - The steering committee vote continues as it is today, with only slight changes to their SRs Submitted to Governance document.
 - Agency Level 1 support staff are listed on the FMX's [CAPPs Contacts and Help](#) page.
 - The CAPPs Governance team is in the process of having the Governance 3.0 version remediated for ADA 508 compliance and will send an update when the new version is posted on FMX.
- Three enhancements are submitted for a vote to be added to the CAPPs HR/Payroll baseline. The SRs and their titles from the CAPPs service desk (along with the user stories and proposed solutions) are listed below. For complete details, review the SRs within the CAPPs service desk and add necessary comments **by Feb. 6**.
 - **SR-64948** – Attachments Deleted by Candidates (suggested via **ENH-61335**).
 - **User Story:** *As a CAPPs Recruit user, I want candidates to not delete relevant attachments from their job submissions so that I can screen candidates referencing all the necessary information.*
 - **Proposed Solution Summary:** Through configuration, update the instructional text on the *Attachments* page of the CAPPs *Career Section* job submission and candidate profile.
 - **SR-65203** – TX_COMP_CHG Report (suggested via **ENH-62834**).
 - **User Story:** *As a core Human Resources (HR) user, I want to have the Employee Comp Changes Report (TX_COMP_CHG) downloadable into Excel and have additional fields added to the report.*
 - **Proposed Solution Summary:** Update the report to enable download into the standard Excel format. Add three new fields: DEPARTMENT NAME, DEPARTMENT ID and BUSINESS UNIT to the report. Separate the action and action_reason into separate columns.
 - **SR-65210** – Ability to use REGHR hours to fulfill cascade rule requirements for alternate schedule holidays (suggested via **ENH-62904**).
 - **User Story:** *As a TL user, I want to be able to enter Regular Hours Worked (REGHR) to fulfill the cascaded hours when my scheduled hours are greater than my holiday hours so that I am not required to use my leave hours.*
 - **Proposed Solution Summary:** The proposal is to relax the REGHR edit on holidays and agency holidays only when an employee is working an alternate schedule or schedule override where the scheduled hours exceed the eligible holiday hours.

IV. Features and Spotlights

- Texas Digital Identity Solutions (TDIS) now offers the ability to restrict which multi-factor authentication (MFA) methods an account is allowed to use by selectively enabling/disabling individual methods for the account. Use of this feature is optional.
 - The default state for a given TDIS account is that all methods are enabled. Use of a method (other than email) requires registration first of an associated device/utility (mobile phone number, authenticator app or security key).
 - MFA method restrictions can be requested by an agency security coordinator (ASC) via the CAPPs security request on FMX. Assigning one or more MFA option roles signifies intent to **restrict** all other MFA methods.
- There are three access options in the CAPPs service desk. The first two are individual roles: Level 1s or Delegated Administrators (DAs), and the third is dual-role users who perform both Level 1 and DA functions.
 - **Level 1 Only** – L1s can submit the following ticket types:
 - Report an Incident – An unplanned interruption or something is not working right, i.e., CAPPs is down, IAM/TDIS is down, or a Query is inaccessible.
 - Request for Information, Service, or Training – How-to processing, policy questions, assistance with records or configuration changes, requesting training or desk aids.
 - Suggest an Enhancement – An idea to make CAPPs better.
 - **DA Only** – DAs can only submit password assistance tickets. This includes password assistance and all other IAM/TDIS-related issues that need escalation to the CAPPs service desk for additional support. Examples include:
 - The user is not receiving a one-time passcode (OTP) or is locked out of TDIS due to OTP codes.
 - Email enrollment issues.
 - New hire not showing up in TDIS.
- **Level 1/DA dual agents** who do not see the password assistance option **MUST** contact their agency's security coordinator and have their DA role re-requested to refresh their profile and add the password assistance option to submit tickets for TDIS/access assistance.
 - ASCs should submit a new request for the user via the *Statewide Fiscal Systems Security Request System* and note in the comments that the DA role is being re-added to the user for a CAPPs service desk update. Agencies can request a desk aid document to assist with this process by emailing capps.cgc.ba@cpa.texas.gov.
 - **NOTE:** Do **not** submit DA-support/password assistance requests through the Level 1 **Report an Incident** or other ticket types. This delays getting the correct assistance promptly. Dual-role agents should check their access today and request the role refresh from their ASC if they do not have the correct options.

V. Open Forum Q&A

- We received one question from the input survey (an enhancement suggestion request for Time & Labor) —a ticket was opened on their behalf.
- As a reminder, everyone's ideas are welcome. If you have a recommendation to improve CAPPs, contact your agency Level 1s to input those ideas into the official enhancement suggestion queue.

VI. Deep Dive Topics

- The SECURE Act 2.0 legislation provides for additional catch-up savings in 401(k), 402(g) and 457 plan employees.
 - In addition to the catch-up savings (available for employees from age 50), a new *Super Catch-Up* savings for employees aged 60–63 enables them to increase their contribution to an annual maximum of \$11,500, effective **Jan. 1, 2025**.
 - Beginning **Jan. 1, 2026**, a *Roth Catch-Up* will require certain participants that are making age 50+ *Catch-Up Contributions* to make those contributions as Roth contributions.
- Note:** Applies to participants making more than \$145,000 FICA compensation in the prior year with their current employer and includes the *Super Catch-Up* for those in the defined group.
- To accommodate the new provisions, the age limit table was enhanced, by providing additional rows corresponding to the applicable expansion amounts. The maximum yearly deduction for 2025 remains unchanged for all (at \$23,500).
 - Ages 50–59: expansion amount is \$7,500
 - Ages 60–64: expansion amount is \$11,250
 - Over age 64: expansion amount is \$7,500

- When an employee reaches the appropriate age bracket during the year, their *Benefit Savings Management* page is updated.
 - For employees turning age 60-63, three new rows are added for the new year, one each for 457, 415(c), and 402(g) — with an extension amount of \$11,250.
 - For employees entering the age bracket of 50-59 or 64 and up, three new rows are added — with an extension amount of \$7,500.
 - When employees meet the appropriate year-to-date deduction limit (and the remaining deduction cannot be taken), a message displays on their paycheck indicating the amount not taken and the reason.
 - If an employee terminates in December and expects to receive a lump sum in January of the next year, the agency needs to manually insert the following year's extensions if the employee's contributions exceed the normal limits when rolling his lump sum payment into a savings plan.
 - Employees that are enrolled in TexaSaver may contact their area retirement plan advisor. For additional information, visit www.texasaver.com.
 - ERS sends a daily file of changes and new enrollments for employee insurance elections. When new enrollments or changes are entered into ERS, they are transmitted to CAPPs via this daily inbound file. The file is loaded into CAPPs Tuesday through Saturday.
 - The CAPPs ERS inbound screen displays tabs where the agency superusers can view the data that was loaded and check for any errors.
 - **Navigation**
 - **Dashboard:** Workforce Administration; **Tile:** Benefits Administration; Interface Results; ERS Inbound —or— **Nav Bar:** CAPPs Interfaces; Benefits; Inquire; ERS Inbound Results
 - **Overall Results** tab — contains a summary of the daily ERS file load. Select **Get most recent daily load** to retrieve the most recent file.
 - **A Records** tab — contains employee personal data (such as Annual Base Benefits Rate [ABBR]), employee name, address and date of birth. Enter a specific employee ID in the `EMPLOYEE ID` field and select **Refresh Page** to sort for a particular employee's data.
 - **AC records** tab — contains the benefits enrollment data for the employee's elections sent by ERS. Benefits plan data (such as benefits plan type, enrollment effective date, the coverage level, and the employee's selection of elect or waive) are loaded on this tab. Agencies should review this tab for errors, as benefits elections may have failed to load to the CAPPs benefits module correctly.
- Note:** Errors recorded on the **AC records** tab correspond to an error message number. The message number can be referenced in the **Message Catalog** tab to determine the source of the error.
- **Pay Hlth Contrb Recs** tab — receives data as a part of the ERS benefits load.
 - **F Records** tab — captures employee Flex Spending reimbursement account data.
 - **FA Records** tab (or **Financial Adjustment** tab) — is not frequently used, but captures deduction adjustments that may need to be made.
 - **Message Catalog** tab — lists the errors that may appear on the ERS inbound file load. Each error is tagged with a *Message #*, which can be referenced for resolution.

VII. Wrap-up/Close Meeting

- The statewide comment period for this month's Governance enhancement SRs ends on **Thursday, Feb. 6, 2025**
- **Next meeting:** Tuesday, Feb. 25, 2025 —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