CAPPS Combined HR/Payroll and Financials User Group Meeting

Thursday, May 29, 2025

9–11 a.m.

(Webinar Only)

I. Announcements & Reminders

- The RPT1 and RPT2 environments will be decommissioned on May 29, 2025.
  - Report issues by submitting a service request (SR) ticket to the CAPPS Service Desk (CSD).
  - Use UAT1 for test queries starting May 30, 2025.
  - Use PRD1 for all production queries starting May 30, 2025.
- The PeopleTools upgrade from version 8.60.10 to version 8.61.07 occurs on Aug. 4, 2025.
  - User acceptance testing (UAT) continues in UAT3 until July 18, 2025.
  - Report issues in CSD as an *Upgrade & Expansion Project Assistance* SR ticket.
- Letter of Authorization (LOA) signature recertification is due by May 31, 2025.
  - Beginning June 1, 2025, only newly authorized state employees may request data changes.
  - Hand-signed authorization documents must be mailed in.
  - Questions should reference your agency's SR ticket.
- Upcoming dates for the *Military Workforce Summary Report* (third quarter, fiscal 2025):
  - June 13, 2025 – Maintenance/Correction Deadline
  - June 17, 2025 – Acknowledgment and Reporting Forms Available
  - June 26, 2025 – Acknowledgment and Reporting Forms Due

II. CAPPS Production Updates

- **Financials Updates**
  - The Financials SR Data for April 2025 included 588 new tickets opened and 589 tickets closed. There were 390 tickets carried forward from April into May. These counts are consistent with this time of year.
  - The Financials release for May contains 11 requests consisting of two break-fixes, six improvements and three new features. Highlights include:
    - **SR-63170** – An improvement to the TX_TREA_USAS job to account for different T-codes and ensure the cash row is properly recorded.
    - **SR-64936** – An improvement to the save edits in Accounts Payable (AP), which modifies save edits to disallow duplicate USAS document numbers.
    - **SR-60016** – A new feature that adds view-only access to the user preferences.
  - The Financials release for June contains nine requests consisting of six break-fixes, zero improvements and three new features.
  - For the new Financials functionality being implemented in the June releases, one change is highlighted for agency testing during UAT. Functionality and acceptance criteria:
    - **SR-64368**
      - **User Story:** *As a Purchasing user, I want the Contract Management report to list the voucher and voucher amounts correctly so that the vouchers and amounts are listed and totaled correctly.*
      - **UAT:** June 2–6. Testers should ensure that the report excludes the voucher data for the PO lines that are not associated with the contract, lists the correct voucher totals (including all the payment data for vouchers having multiple service dates for the same payment ID) and sums up the correct voucher totals.
      - **Migration to Production:** June 12.

- Two enhancements are submitted for a vote to be added to the CAPPS Financials baseline. The SRs and their titles from CSD (along with the user stories and proposed solutions) are listed below. For complete details, review the SRs within CSD. Agencies are encouraged to add comments to these SRs for consideration by the CAPPS Steering Committee before the June Steering Committee meeting.
  - **SR-65787** – Add Edit to Project `CHARTFIELD DATE` field (suggested via ENH-65571).
    - **User Story:** *As a user, I want the system to validate that the end date is greater than the start date.*
    - **Proposed Solution Summary:** Without system validation of `START DATE` < `END DATE`, there will be data entry errors during the configuration of `PROJECT CHARTFIELD`. The proposed fix is to add code for system validation of `PROJECT CHARTFIELD` date values.
  - **SR-65881** – Voucher Build Parameter: Remove Options from `VOUCHER SOURCES` Field for agency users.
    - **User Story:** *As an AP user, I want the ability to process vouchers through Voucher Build so that I can accomplish processing the appropriate vouchers with a voucher source of Errors/Staged Vouchers, New Voucher Data, Voucher Maintenance, and Voucher Mass Maintenance.*
    - **Proposed Solution Summary:** Remove access to **All** (Unrestricted) and **Recycle Voucher Sources** options for agency users where vouchers in *Recycle* status are not processed by the voucher build process and inadvertently update the voucher status to *Postable*.

- **HR/Payroll Updates**
  - The HR/Payroll SR Data for April 2025 included 831 new tickets opened and 787 tickets closed. There were 691 tickets carried forward from April into May. This is well within the normal range. All agencies had SR tickets opened for LOA authorizations, accounting for a slight rise in new tickets.
  - The HR/Payroll release for May contains 11 requests consisting of six break-fixes, five improvements and zero new features. Highlights include:
    - **SR-65667** – A break-fix to ensure that roles for terminated employees are deleted after two years for all scenarios, including those with multiple effective sequences so that the system is protected from users who no longer need access.
    - **SR-66338** – A break-fix to termination entries for the primary job of a concurrent employee, whereby they will save successfully and inactivate both the primary and secondary jobs.
    - **SR-60124** – An improvement to allow newly created agency unclassified job codes to automatically flow to and populate the job code table in USPS, so that manual setup intervention is not required.
    - **SR-60010** – An improvement to trigger a fatal error when trying to enter a full month of Leave of Absence in *Job Data* for dual or concurrent employees, so that full months of LOA can be managed in *Time and Labor.*
  - The HR/Payroll release for June contains 14 requests consisting of 10 break-fixes, two improvements, and two new features.
  - For the new HR/Payroll functionality being implemented in the June releases, two changes are highlighted for agency testing during UAT. Functionality and acceptance criteria:
    - SR-66368
      - **User Story:** As a core Human Resources (HR) user, I want my unclassified employee's last salary action dates to be on the TX_EMPLYEES_CUR record so that I can use this information for internal reporting.
      - **UAT:** June 2–6. Testers should validate that when running TXPER099, the proper values and effective dates for TX_LAST_MERIT_DT and TX_LAST_BONUS_DT are returned. For complete testing criteria, refer to the Functional Design Document (FDD) attached to this work unit.
      - **Migration to Production:** June 12.
    - SR-66911
      - **User Story:** *As a TL Superuser, I want a query for termed employees with outstanding leave balances, so that we can track and manage the balances in a timely manner.*
      - **UAT**: June 16–20. Testers should validate that the output result is correct when running query TX_TL_TERM_EE_COMP_BAL_BY_AGY from Query Viewer/ Manager so only termed employees are fetched in the query output and all fetched employees have outstanding balance(s) in the comp time off plans.
      - **Migration to Production:** June 26.

- Five enhancements are submitted for a vote to be added to the CAPPS HR/Payroll baseline. The SRs and their titles from CSD, along with the user stories and proposed solutions, are listed below. For complete details, review the SRs within CSD. Agencies are encouraged to add comments to these SRs for consideration by the CAPPS Steering Committee before the June Steering Committee meeting.
  - **SR-68383** – Enroll Time and Labor Contingent Workers in TX_SELF_SERVICE_EMPLOYEE (suggested via **ENH-67505**).
    - **User Story:** *As a Core Human Resources (HR) user, I want the TX_SELF_SERVICE_EMPLOYEE role to be assigned automatically upon hire of a contingent worker enrolled in Time and Labor so that the contingent worker will have self-service access to their monthly timesheet.*
    - **Proposed Solution Summary:** Add PeopleCode that evaluates whether the `ENROLL IN TIME AND LABOR` checkbox was selected during the processing of a contingent worker on the CAPPS Non-Employee Add component. If this check box was selected, the role TX_SELF_SERVICE_EMPLOYEE is added to the employee's security.
  - **SR-68384** – Add Emplid and Name of Employee Who Performed Last Action on TX_HR_ESS_EDU_ACHIEVEMENTS query (suggested via **ENH-66922**).
    - **User Story:** *As a Core Human Resources (HR) user, I want the employee's emplid and name associated with the last status update of an education row to display in the TX_HR_ESS_EDU_ACHIEVEMENTS query results so that this information is available to me.*
    - **Proposed Solution Summary:** Add both the `EMPLID` and name of the employee tied to the LASTUPDOPRID, which currently tracks the `OPRID` of the employee who made the last status change to the education record, to the results of the TX_HR_ESS_EDU_ACHIEVEMENTS query.
  - **SR-68385** – Enable ePM Administrators to *Attach Job Descriptions* to a PM Document (suggested via **ENH-65993**).
    - **User Story:** *As an ePM administrator, I want to use the Add Attachments feature to attach Job Descriptions to a PM Document, so my managers will not have to perform this action.*
    - **Proposed Solution Summary:** Add the *ePM Agency Administrator* and *Agency Doc Support Administrator* roles to the **Fluid Popup Menu Setup** and enable the *Add Attachment* function at any evaluation process step.
  - **SR-68389** – Enable Managers to *View Termed Direct and Indirect Reports' Evaluations* (suggested via **ENH-62319** and **IN-61010**).
    - **User Story:** *As a manager, I want to view termed direct and indirect employee evaluations, so that I can ensure an evaluation has been completed for my active and inactive employees in the current and prior years.*
    - **Proposed Solution Summary:** The manager is able to search and select former direct reports who are now in *Inactive* status, but were *Active* based on the *As Of* date. The manager can also select the former employee's direct reports and open and view their performance documents.
  - **SR-68495** – Add the current `TIME & LABOR LWOP MONTH` and `LOA MONTH` fields to TX_EMPLYEES_CUR record (suggested via **ENH-67677**).
    - **User Story:** As a Core Human Resources (HR) user, I want to be able to run a query to find employees' *Time and Labor (TL) LWOP and LOA month(s), so that I can report on this information internally.*
    - **Proposed Solution Summary:** Add two new fields to the TX_EMPLOYEES_CUR record for `TL LWOP MONTH` and `LOA MONTH`. Modify TXPER099 program that builds this record and populates these fields with the required information.

III. On the Horizon

- The CAPPS Production *Hard Code Freeze* is scheduled for June 30–Aug. 3, 2025.
  - The refresh to lower environments is scheduled for the week of Aug. 4, 2025.
  - This is a normal process that we support every year during this time.
- CAPPS Support will begin using the ***Knowledge Base*** section of the CSD to house desk aids that support CAPPS Level 1s and Delegated Administrators.
  - Documents relevant to the Level 1 role and CSD processes will be available in the ***General*** list of articles.
  - Documents relevant to the Delegated Admin role and their specific unique tasks in CSD will be available in a DA-specific section of the ***Knowledge Base***.
  - Continue to post end-user *Desk Aids* for CAPPS processes in the ***Desk Aid*** tab on the CAPPS Training website.

IV. Open Forum Q&A

- We received one question from the May user input survey.
  - **Question:** *What is the best way to report out of CAPPS HR and CAPPS Recruit any new hires or applicants who are not veterans but claim military employment preference?*
    Statutorily, these include the:
    - *Veteran's surviving spouse who has not remarried.*
    - *Orphan of a veteran if the veteran was killed while on active duty.*
    - *Spouse of a member of the United States Armed Forces or Texas National Guard serving on active duty.*
    - *Spouse of a veteran, if the spouse is the primary source of income for the household and the veteran, has a total disability rating based either on having a service-connected disability with a disability rating of at least 70 percent or on individual unemployability.*
  - **Answer:** In **CAPPS Recruit**, we do not specifically collect veterans' preference vs. non-preference. If someone is a veteran, we send the data to the HR side with preference and the person keying the hire may change that value (if necessary). The recommended report is the *TX – Recruiting Military Status Detail Report*. This data is also provided in other reports:
    - TX – Candidate History Detail
    - TX – Recruiting EEO Detail
    - TX – Recruiting EEO Summary

    In **CAPPS HR/Payroll**, the query TX_HR_AGY_VETERANS_STATUS_ALL provides the requested information.
- Each month, we release a survey where user group members can submit questions or suggestions for discussion topics. Members can find the survey link in the calendar invitation for the meeting as well as on both of the CAPPS User Group Meeting pages on FMX. We encourage all members to submit questions and suggestions.

V. Deep Dive Topics

- **AP Matching** is a process that compares a voucher with its purchase order (PO), receipt and inspection information (if applicable).
  - Matching ensures that the payment of goods and services is based on the actual amount and/or quantity received.
  - Matching automatically runs at 11 a.m. and 2:30 p.m. daily for most central CAPPS agencies.
  - Agencies can run the matching process manually.
  - AP Matching contains three main components:
    - **Match Rules**
      - Match Rules are a set of controls that the system uses to compare the voucher to its related purchasing documents (PO, Receipt and/or Inspection).
      - PeopleSoft delivers the match rules that most organizations need. However, custom match rules can be defined (if necessary).
      - Custom match rules are defined on the ***Match Rule Control*** screen. Fifteen standard rules always apply and cannot be edited. Optional rules (numbered 16 to 28) have configurable `ACTION` and `CONTINUE` behaviors and can be reordered.
    - **Match Tolerances** (quantity and/or amount)
      - The Matching process uses match tolerances for merchandise quantity, unit price and extended or total line amounts.
      - Match exceptions exist when the subsequent documents (such as Receipt[s] and Voucher[s]) are not within the defined tolerance for a PO.
    - **Match Types**
      - A 2-way match is performed if the `RECEIVING REQUIRED` option for the PO is set to *Do Not Receive* or *Optional*. The `QUANTITY` and `AMOUNT` on the voucher are matched to the `QUANTITY` and `AMOUNT` on the corresponding PO.
      - A 3-way match is performed when the `RECEIVING REQUIRED` option is set to *Required* and the `INSPECTION REQUIRED` option is not selected for the receiver. An invoice is matched to its corresponding PO for `QUANTITY` and `AMOUNT` and the receiving information.
      - A 4-way match is performed when receiving and inspection are required. An invoice is matched to the corresponding PO for quantity and amount, receiving, and inspection information.

  - Matching can be configured for each agency as part of the Payables BU Definition. Once configured, the system automatically performs the required matching based on the document characteristics.
  - On occasion, it is necessary for an agency to unmatch a voucher. For example, if the wrong receipt was pulled into the voucher, this requires the voucher to be unmatched so the correct receipt can be pulled in. To unmatch a voucher:
    - Search for vouchers in the **Match Workbench**.
    - Once the voucher is found, select the **Undo Match** column on the voucher to be unmatched.
    - Select **Undo Matching** in the `ACTION` box and select **Run**.
- Last month, we kicked off our series about best practices of the *Employee Life Cycle* with **Position Management**. This month, we continue the series with **Recruiting**. Recruiting is comprised of several phases:
  - **Requisition Management** – Create the requisition, obtain approval, and post the requisition.
    - Job requisitions can be created by recruiters, recruiter administrators and recruiting coordinators.
    - To create a job requisition:
      - Select a job template based on the position to be filled and determine the approvers.
      - Request and obtain an approval.
  - **Candidate Selection** – Screen and interview candidates, and conduct necessary background and related checks.
    - Candidates apply via the CAPPS Career Section.
    - The *Candidate Selection Workflow* aids in the selection of candidates for advancement.
    - *HR Screening* is a mandatory step — restricted to recruiters, recruiter administrators and inquirers.
    - The *Hiring Manager Screening* is then conducted.
      - An optional pre-interview assessment allows hiring managers to track the completion of any checks that occur before a candidate has an interview.
      - Conduct the interviews and evaluate the candidates.
  - **Manage the Offer** – Create/approve/extend the offer, conduct additional checks and update the *Step/Status* in **Recruit** to *Hire/To Be Hired*. Once a candidate was chosen for hire:
    - Extend the offer verbally.
    - Edit the offer after negotiations or correcting errors.
    - Capture the candidate's response and establish a `START DATE`.
    - Send the offer letter.
    - Candidates accept or decline the offer via E-Offer.
    - Conduct any post-offer checks.
  - **Manage the Hire** – Correct invalid or erroneous records and hire the candidate into the position in CAPPS HR.
    - Update the *Step/Status* to *Hire/To Be Hired* in Recruit.
    - Updates trigger the *New Hire* Interface to move the candidate data to CAPPS HR/Payroll.
    - The interface runs daily at:
      - 8 a.m.
      - 12 p.m. (noon)
      - 4 p.m.
      - 1:30 a.m.
  - **Requisition is Filled** – Update *Candidate Status* in CAPPS Recruit to *Hired – External* or *Hired – Internal*.
    - Once all vacancies are filled, the job requisition status updates to *Filled.*
    - All other remaining candidates' job submission statuses updates to *Not Selected*.
- A Letter of Authorization (LOA) is a written request from an authorized agency representative to request that the CAPPS Agency Services team make data corrections or entries in the statewide payroll and personnel system.
  - Agencies submit LOAs to request:
    - CAPPS Agency Services complete transactions that agencies are unable to process.
    - Corrections to existing entries or to enter transactions in CAPPS that are beyond the agency's entry and correction window, which is the current month plus one month back.

- LOA requests must be submitted on the correct LOA form, which is available on FMX.
- Only authorized agency representatives can sign an LOA request form.
- The most current version of the *Letter of Authorization for Data Changes* (form 73-313) can be found on FMX, in the **Forms** menu.

  Note: When preparing an LOA, always download a new form from FMX's **Forms** menu to ensure you are using the most current version of the form.

- Agencies should fill out the LOA form completely and verify that the data on the form is accurate before submitting it. Enter the:
  - Employee's name (as it appears in CAPPS)
  - Employee's full Social Security number (SSN)
  - Current and/or desired position number
  - Employee's CAPPS Employee ID or *7 number*.

  Note: The SSN is not required on the LOA form for a *contingent worker*, but please include the Employee ID number.

- The transactions processed in CAPPS on an agency's behalf are subject to audit. All of the data needed to process or correct the CAPPS transaction must be noted on the LOA form.
- The signed LOA form is the source document authorizing CAPPS Agency Services to process or correct the transaction on the agency's behalf.

VI. Wrap-up/Close Meeting

- The meeting presentation and SRs for Governance documents will be emailed later this afternoon.
- The CAPPS Steering Committee will review and vote on the Enhancement SRs following their June meeting.
- In June, individual user group meetings will be held for each tower:
  - **HR/Payroll User Group Meeting** — Tuesday, June 24.
  - **Financials User Group Meeting** — Thursday, June 26.
- 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