CAPPS HR/Payroll User Group Meeting
Tuesday, June 24, 2025
9–10:30 a.m.
(Webinar Only)

I. Announcements and Reminders

- Taleo (the product behind CAPPS Recruit) is being retired by Oracle. This required the CAPPS team to find a replacement product that works well in our landscape, which meets the needs of all CAPPS agencies, is multi-tenant and works with PeopleSoft.
  - The CAPPS team has chosen PeopleSoft's *Talent Acquisition Manager* (TAM) and *Candidate Gateway* (CG) to replace the *Taleo Enterprise* and *candidate section*, respectively.
  - We will retain the branding *CAPPS Recruit* for TAM and CG.
  - The migration plan is being established, with an anticipated "go-live" in July 2026.
    - Agencies currently on Taleo will be the first to convert to TAM/CG.
    - The CAPPS team may begin to contact the waitlisted agencies during the latter part of the lead-up to the conversion, for later deployment.
- User acceptance testing (UAT) for the PeopleTools upgrade continues through July 18.
  - The upgrade from version 8.60.10 to version 8.61.07 occurs on Aug. 4, 2025.
  - Testing takes place in the UAT3 environment.
  - Report issues in CAPPS Service Desk (CSD) as an *Upgrade & Expansion Project Assistance* Service Request.
  - For detailed information regarding what is changing with PeopleTools, refer to the **Features & Spotlights** discussion from the March 2025 HR/Payroll user group meeting.

  > **Note:** PeopleTools is the underlying technology platform for Oracle's PeopleSoft applications. It provides the tools and technologies for developing, customizing and administering PeopleSoft applications, including Human Capital Management and Financials. PeopleTools enables tasks like application development, database management, security administration and system integration.

- A hard code freeze is in effect for July. During a hard code freeze, only emergency code migrations may be implemented. This prepares the system for the PeopleTools upgrade.
  - The code freeze occurs June 30 – Aug. 3, 2025.
  - Refresh of the lower environments is scheduled for the week of Aug. 4, 2025.
  - The scheduled work release will continue but is held until the week of Aug. 11, 2025.
- Key dates for the third-quarter *Military Workforce Summary Report*:
  - **June 17** – Acknowledgment and Reporting forms are available.
  - **June 26** – Acknowledgment and Reporting forms are due.
- A new revision of the *Letter of Authorization* (LOA) form 73-313 is now available.
  - The new revision, *Rev. 5-25/9*, contains a few changes:
    - Added a field for SR.
    - Updated the language for Priority Level.
    - Added a field to the *For CPA use only* section.
    - Updated the instructions for submission.
  - CPA recommends submitting LOAs as an attachment to an SR ticket or encrypted email.
  - Agencies are encouraged to always download the latest version from FMX's [Forms](#) page and to not store older form versions.
- The *State Government Salary Administration Policies* class will be held on **Wednesday, Aug. 6, 2025**.
  - The course is designed for individuals currently handling salary-related tasks under statutory guidelines.
  - This is an in-person course only, held at the LBJ building.
  - Registration opens in early July.
  - Ensure that you obtain your management's approval before registering.
  - All registration requests are reviewed before approval is granted.
  - Email capps.training@cpa.texas.gov if you have questions.

II. CAPPS HR/Payroll Production Updates

- The HR/Payroll SR Data for May 2025 included 754 new tickets opened and 909 tickets closed. There were 538 tickets carried forward from May into June. Some of the reduction in carryover tickets is related to the closing of the LOA recertification tickets.
- The HR/Payroll release for June contains 15 requests consisting of 11 break-fixes, one improvement and three new features. Highlights include:
  - **SR-66054 / SR-67006** – Break-fixes that correctly recalculate hazardous duty pay upon correction to the termination date or insertion of historical rows.
  - **SR-66805 / SR-66806** – Break-fixes that correct the issue of blank output from the *Leave Balance Detail* report in Manager Self Service (MSS) and the *Comptime/Overtime Earned* report.
  - **SR-66917** – A new feature allowing managers to nominate participant evaluators based on their collaborative experience with direct reports.
  - **SR-66911** – A feature to query for terminated employees with outstanding leave balances.
- One HR/Payroll enhancement is submitted for a vote to be added to the CAPPS HR/Payroll baseline. The SR and its title from the CSD, along with the user story and proposed solution summary, is listed below. For complete details, review the SR within CSD. Agencies are encouraged to add comments to the SR for consideration by the CAPPS Steering Committee following their next scheduled meeting on July 8.
  - **SR-69131** – Low Leave Balance by Agency Report (suggested via **ENH-66641**)
    - **User Story**: *As a TL superuser, I want the Low Leave Balance by Agency report to include zero balance rows for employees, so we can track and manage employee schedules in a timely manner.*
    - **Proposed Solution Summary**: Modify the report and remove the exclude logic that removes the zero leave balance rows from the report output.

III. On the Horizon

- Fiscal Year-End Rollover Schedule:
  - Normal processing will be available until **Friday, Aug. 29, at 5 p.m.**
  - All transactions processed on **Aug. 29** are sent to SPRS before the CAPPS team begins the fiscal year-end process.
  - The system will be unavailable **Aug. 29, at 5 p.m. – Sept. 2, at 8 a.m.**
  - Normal CAPPS activities will resume on **Sept. 2, at 8 a.m.**
- **Ensure all employees are aware of the system downtime.**
- Refer to the *2025 HR/Payroll Fiscal Year-End Close Checklist* on the Desk Aids page of the CAPPS Training website for complete details of all agency and CAPPS Production Support tasks and deadlines related to fiscal year-end.

IV. Open Forum Q&A

- We received no questions from the input survey for June.
- Each month, we release an *Ask Us Anything* survey where user group members may submit questions or suggestions for discussion topics. Members can find the survey link in the calendar invitation for the meeting as well as on FMX's CAPPS User Group Meeting pages. We encourage all members to submit questions and suggestions.

V. Deep Dives

- The third installment in our series about best practices of the *Employee Life Cycle* focuses on **CAPPS Custom Hire**.
- The **CAPPS Custom Hire** module allows agencies to manually enter new hire records into CAPPS.
- Agencies were presented a step-by-step walk-through for adding a new hire via **CAPPS Custom Hire**.
  Key takeaways:
  - Always verify the Social Security number (SSN) using the new hire's official documents before entering the new hire record in CAPPS.
  - If a new hire record is saved with an incorrect SSN, the existing record cannot be modified. Consult with the CAPPS service desk staff for specific direction if an employee has an incorrect SSN in CAPPS.
  - Enter the new hire record in CAPPS before entering the employee's benefits elections in ERS.
  - Verify that the new hire's position number assignment reflects the correct job code and classification title before entering the `POSITION NUMBER` on the employee's new hire record.
  - Enter your new employee's new hire record in CAPPS no earlier than the first day they report to work at your agency.

- Do not enter email addresses for the employee in **Personal Data** during **Custom Hire** processing. Email addresses are entered after the new hire record is saved in CAPPS or can be inserted in **Personal Data** by the business email interface.
- The RETIREMENT CODE is not entered on **Manage Job** at the time the new hire is entered in CAPPS. Data is retrieved from SPRS and ERS when the new hire record is saved, and the retirement code and plan are assigned based on this information.

   > **Note:** Do not change an employee's assigned RETIREMENT CODE on **Job Data** or the RETIREMENT PLAN assignment in the **Benefits** module without consulting with ERS to confirm the correct assignment.

- Refer to the *Custom Hire* on the Desk Aids page of the CAPPS Training website for step-by-step instructions to add an employee using **CAPPS Custom Hire**.
- The payroll due date is seven business days before payday. The direct deposit deadline is four banking days before payday.
- Submitting payrolls to the Texas Comptroller of Public Accounts on or before the due dates ensures adequate processing time for direct deposits and warrant distribution.
- Direct deposits can be canceled up to four banking days before the scheduled pay date. This is also the last day to process an on-cycle payroll.
- When processing on-cycle payroll:
  - Ensure there are no outstanding paylines from the previous pay period before processing an on-cycle payroll.
  - We recommend not to unconfirm the on-cycle payroll, which uses *Pay Run ID*, where the off-cycle payroll uses *page lines*.
  - The CAPPS Support team will send a courtesy reminder for all on-cycle payrolls that did not processed before the direct deposit deadline.
- Processing off-cycle payrolls:
  - From the day following the on-cycle until the direct deposit deadline.
  - If processed before the direct deposit deadline, the paychecks go through as a direct deposit.
  - If processed after the direct deposit deadline, the paychecks process as warrants.
- Refer to FMX's Payroll Due Dates and Direct Deposit Deadlines for complete details.

VI. Wrap-up/Close Meeting

- In July, individual user group meetings will be held for each tower:
  - **Financials User Group Meeting** — Thursday, July 24, 2025
  - **HR/Payroll User Group Meeting** — Tuesday, July 29, 2025
- 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