CAPPS Combined HR/Payroll and Financials User Group Meeting

Thursday, Aug. 21, 2025

9–11 a.m.

(Webinar Only)

I. Announcements & Reminders

- Key dates for the fourth-quarter *Military Workforce Summary Report*:
  - **Sept. 12** – Maintenance/Correction Deadline.
  - Sept. 16 – Acknowledgment and Reporting forms available.
  - Sept. 25 – Acknowledgment and Reporting forms due.
- The final Equal Employment Opportunity Report (EEO-4) was made available Aug. 21.
  - **Aug. 28** – EEO-4 Certification form due to the Governor's office.
  - EEO-4 Certification form and instructions can be found on FMX.
- Fiscal year-end (FYE) system schedule:
  - Normal processing is available until **Friday, Aug. 29, at 5 p.m**.
  - All transactions are sent to SPRS before the CAPPS team begins the FYE process.
  - CAPPS 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**.
- Upcoming Instructor-Led Training courses:
  - Sept. 10 – Financials Asset Management, registration filled.
  - Sept. 24 – Financials Asset Management, registration open.
  - Oct. 8 – Financials Asset Management, registration opens soon.
  - Nov. 5 – HR/Payroll Statewide Government Salary Administration, registration opens in October.
  - Registration Reminders:
    - Course sizes are limited and registrations are accepted on a first-come, first-served basis. Continuing Professional Education (CPE) credits are not offered for CAPPS Training courses. Attendees are advised to confirm their manager's approval before registering for any course.
    - Registration for the *Statewide Government Salary Administration* course is subject to CAPPS Training approval.
    - Check the Instructor-Led Training page often for updates and new course listings.
- The IRS has announced no changes to individual information returns or withholding tables for 2025 under H.R. 1, commonly referred to as the One Big Beautiful Bill Act (OBBBA).
  - Form W-2, existing Form 1099, Form 941 and other payroll return forms will remain unchanged for the 2025 tax year.
  - Federal income tax withholding tables will not be updated for these provisions for the 2025 tax year.
  - Employers and payroll providers should continue using current procedures for reporting and withholding.
  - The Treasury Department and the IRS are preparing additional guidance for both reporting entities and individual taxpayers, including additional information on how taxpayers can claim OBBBA-related tax benefits when filing their returns.

II. CAPPS Production Updates

- Financials Updates
  - The Financials Service Request (SR) Data for July 2025 included 680 new tickets opened and 642 tickets closed. There were 418 tickets carried forward from July into August. There are modest increases in new tickets and carried-forward tickets due primarily to FYE activities.
  - The Financials release for August contains 14 requests consisting of eight break-fixes, four improvements and two new features. Highlights include:
    - **SR-65084** – A break fix to correct the duplicate invoice checking process for the voucher origin and supplier configuration levels for multi-vendor vouchers and Procard vouchers.
    - **SR-66403** – An improvement that added code to require a receipt to be unmatched before disassociating from the receipt.
    - **SR-63828** – A new feature that prevents deletion of `CONTRACT ID` when the voucher line is copied from a PO/PO line that is linked to a `CONTRACT ID`.
  - The Financials release for September contains five requests consisting of four break-fixes, zero improvements and one new feature.

- For the new Financials functionality being implemented in the September releases, two changes are highlighted for agency testing during user acceptance testing (UAT). Functionality and acceptance criteria:
  - **SR-65605**
    - **User Story:** *As an AP user, I want the Prompt Pay Act report to display the standard header when the report does not return any data so the USAS Process dates used to run the report, which did not return any interest vouchers, are printed in the report.*
    - **UAT:** Sept. 1–5. Testers should run the Prompt Pay Act report for USAS process dates on vouchers that have payment notes and have generated interest, and for dates that do not have any vouchers that have generated interest. The report should run successfully and display the standard headers and report parameters along with the voucher data, even if there is no voucher data to print.
    - **Migration to Production:** Sept. 11.
  - **SR-65881**
    - **User Story:** *As an AP user, I want the ability to process vouchers through Voucher Build, so I can accomplish generating the appropriate vouchers with a Voucher Source of Errors/Staged Vouchers, New Voucher Data, Voucher Maintenance and Voucher Mass Maintenance.*
    - **UAT:** Sept. 1–5. Testers should verify that the:
      - Voucher Build process allows users to build vouchers in batches through various source transactions from third-party systems.
      - **Voucher Build Run Control** page is updated to remove access for *All (Unrestricted)* and *Recycle* vouchers as `VOUCHER SOURCE` options for agency users.
      - Agency users have access to Errors/Staged Vouchers, New Voucher Data, Voucher Maintenance and Voucher Mass Maintenance as `VOUCHER SOURCE` options.
      - Selection of these voucher sources allows agency users to process files through edits for building and creating vouchers for accessing online.
    - **Migration to Production:** Sept. 11
- One enhancement was submitted for a vote to be added to the CAPPS Financials baseline. The SR and the title from CAPPS Service Desk (CSD) along with the user story and proposed solution are 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 before the October Steering Committee meeting.
  - **SR-68155** – Cash Receipt Approval Control (suggested via **ENH-67295**).
    - **User Story:** *As a Cash Receipt user approver, I would like an additional control to prevent users who enter cash receipt deposits or cash receipt corrections from making approvals of their own transactions they entered or modified.*
    - **Proposed Solution Summary:** Provide an additional configuration option for approvals to prevent users from approving if the approver has entered or modified the transaction. This enhancement is optional and would be enabled and configurable by an agency for all transactions or by a defined cash receipt `TRANSACTION TYPE`.

- HR/Payroll Updates
  - The HR/Payroll SR Data for July 2025 included 912 new tickets opened and 789 tickets closed. There were 703 tickets carried forward from July into August. The increase in new tickets and carry-forward tickets is due primarily to FYE activities.
  - The HR/Payroll release for August contains 21 requests consisting of nine break-fixes, eight improvements and four new features. Highlights include:
    - **SR-65132** – A break-fix to generate an empty ERS Payroll Contribution file when no payroll is processing.
    - **SR-69425** – A break-fix to allow core Human Resources (HR) users to successfully save valid changes to an existing merit increase for an employee that was updated with correct history, so that it is not necessary to delete and then re-enter the merit increase transaction.
    - **SR-67905** – An improvement to allow a merit increase without requiring a six-month waiting period.
    - **SR-65210** – A new feature to allow the ability to use REGHR hours to fulfill cascade rule requirements for alternate schedule holidays.
  - The HR/Payroll release for September contains 14 requests consisting of five break-fixes, six improvements and three new features.
  - For the new HR/Payroll functionality being implemented in the September releases, two changes are highlighted for agency testing during UAT. Functionality and acceptance criteria:
    - **SR-66849**
      - **User Story:** *As a core position control and HR user, I want a new query created to identify active-vacant positions (including when there is a vacancy for the reports to) so I can make necessary corrections to the position prior to onboarding new employees.*
      - **UAT:** Sept. 15–19. Testers should verify that the query returns results and the displayed information is accurate.
      - **Migration to Production:** Sept. 25.

- **SR-67617**
  - **User Story:** *As a TL superuser, I want to add sick leave to the Leave Liability Report by Fund so agencies can include sick leave balances in their financial statements.*
  - **UAT:** Sept. 15–19. Testers should verify that:
    - *The Leave Liability* report has sick leave information along with the existing leave plans.
    - The sick leave row is added to the report after the AL, CT, and OT rows at each level (Department, Department Summary, Fund Summary, and Company Summary).
    - The output file can be generated in .pdf, .html, and .xls formats.
    - When the .xls format is selected during run time, the files generated are: an .xlsx file with tabs for Company Summary, Fund Summary, Department Summary, and Departments; and a .csv file with one set of headers and columns that are not merged.
  - **Migration to Production:** Sept. 25.
- **SR-68452**
  - **User Story:** *As a core HR user, I want to be notified of employees who are approaching/exceeding six months of temporary assignment in twelve months so I can take appropriate HR action.*
  - **UAT:** Sept. 15–19. Testers should validate that:
    - A *Temporary Assignment Nearing Six Months* email is received for an employee who has five or six temporary assignment months in the last twelve months.
    - A *Temporary Assignment Exceeding Six Months* email is received for an employee who has exceeded six months of temporary assignment in the last twelve months.
    - Once an employee returns from a temporary assignment, no additional emails are sent.
    - No email is received for an employee who has less than five temporary assignment months in the last twelve months.
  - **Migration to Production:** Sept. 25.

- One enhancement is submitted for a vote to be added to the CAPPS HR/Payroll baseline. The SR and the title from CSD (along with the user story and proposed solution) are 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 before the September Steering Committee meeting.
  - **SR-70810** – Add compensation rate to TX_PY_AGY_PAYROLL_DIST_EARN_HRS query results (suggested via **ENH-68498**).
    - **User Story:** *As a Payroll* processor*, I want the compensation rate to be displayed in the TX_PY_AGY_PAYROLL_DIST_EARN_HRS query results so this information is available.*
    - **Proposed Solution Summary:** Modify the query to include a column that displays the compensation rate.

III. On the Horizon

- Procurement and travel card purchases are being transitioned from Citibank to U.S. Bank.
  - This transition occurs during August and will be effective Sept. 1.
  - Agencies will receive U.S. Bank cards in August that will be active on Sept. 1, 2025.
  - Citibank cards will remain active for 180 days after Aug. 31.
  - U.S. Bank payments will have a vendor ID of 1310841368 with a check digit of 6, but will utilize the same mail/location codes as have been in place for Citibank payments.
  - The U.S. Bank vendor and associated mail codes are set up automatically in CAPPS for all agencies.
  - Default Mail Codes — when the U.S. Bank vendor and mail codes are loaded to CAPPS, the default mail code will:
    - Not be reset for agencies that have configured U.S. Bank.
    - Be set to **045** for agencies that have not configured U.S. Bank.

    Note: If a different default mail code is required for your agency, you need to access the supplier module and update the default location.
  - For CLIBA Payments (mail code/location 047 – CLIBA Travel Card transactions), the `PAYMENT TYPE` for Citibank was required to be *warrant* or *blank*. For U.S. Bank, the `PAYMENT TYPE` must be *direct deposit* or *blank*. All other mail codes remain requiring a `PAYMENT TYPE` of *direct deposit* or *blank*.
  - The default `PAYMENT TYPE` is set on the ***Supplier TINS Information*** tab. When the U.S. Bank vendor is loaded, this value is set based on your agency's VNDRLOAD **Systems Codes** configuration.
  - Note that some of the default `PAYMENT TYPES` may change for some agencies from your current configured defaults set with Citibank. Be sure to double-check these for your agency. Regardless of how the default is set in the supplier module, it can be overridden on the ***voucher entry*** page.
  - Field formatting rules for invoices will require the 16-digit account number for U.S. Bank payments instead of the current 10-digit number. Account numbers can be followed with an optional hyphen and extra characters (without spaces) to identify unique invoice numbers and prevent duplicate invoice checking.

    - Agencies using procurement and travel cards need to update their PROCARD **Systems Codes** table to update the `VENDOR ID` and `INVOICE ID` when ready to switch over to pay U.S. Bank. For the transition period, regardless of which vendor is auto-populated on the procurement card vouchers, the `VENDOR ID` and `INVOICE ID` can be edited.

- Enrollment for the State Employee Charitable Campaign (SECC) runs Sept. 1 — Oct. 31.
    - After the file is loaded in CAPPS, agencies should:
        - Review elections and rejected elections.
        - Identify and resolve any SECC file errors.
    - For additional process instructions, from CAPPS Training's [Desk Aids] page, open the HR/Payroll's ***Year-End Rollover Activities*** category and download the *SECC Process for Agency Payroll Administrators* (PDF).

IV. Features and Spotlights

- CAPPS Recruit production will be upgraded to Release 25B, Aug. 22–23. The new release is available for testing in the CAPPS Recruit S01 environment.
    - Release 25B includes bug fixes and the new Oracle Rich Text Library Editor (ORTL) text editor tool, which is available in the requisition job descriptions/qualifications sections and for sending correspondence.
    - Points of interest:
        - Hyperlinks automatically open in a new window for new/updated requisitions.
        - Use keyboard shortcuts for:
            - **Copy** (Control+C/Command+C)
            - **Cut** (Control+X/Command+X)
            - **Paste** (Control+V/Command+V)
            - **Paste as Text** (Control+Shift+V/Command+Shift+V)
        - The *Paste from Word* and *Maximize Screen* features are not available.
        - Correspondence message templates are being updated to address spacing and embedded URL issues introduced by this change.

- The Annual Base Benefits Rate (ABBR), otherwise known as the employee's Insurance Salary, is populated on the hire/rehire row in CAPPS based on information received on the daily Employee Retirement System (ERS) interface. This interface runs Tuesday– Saturday at 7 a.m. Information received on the file is a result of transactions entered in ERS by 5 p.m. on the previous day.
    - To ensure an employee's ABBR information in CAPPS is correctly populated/updated on the hire/rehire, users should first hire the employee in CAPPS and then complete processing in ERS.
    - Common errors that cause the employee's ABBR to not populate/update in CAPPS:
        - Employee hire date in CAPPS is less than the employee's hire date in ERS.
        - Social security number entered in CAPPS does not match information entered in ERS.
        - The employee was never activated in ERS.
        - Employee information was entered in ERS first and the CAPPS hire was not completed before the next 7 a.m. ERS daily interface run.
        - An administrative exception request was submitted.
        - If any of the above errors occur, manually update the ABBR on the employee's hire/rehire row and on any subsequent rows keyed since the hire/rehire.
    - In cases where the hire/rehire row is older than the first of the prior month, agencies are required to submit a CAPPS HR/Payroll Service Desk ticket and attach an LOA requesting to update the employee's ABBR.
    - As part of the FYE processing, CAPPS will send an interface file to ERS containing the new ABBR calculation for all eligible employees based on the employee's salary as of Sept. 1, 2025. For the remainder of September, employee ABBR rates will be evaluated and interfaced to ERS if additional changes to the employee's ABBR are required due to changes in the employee's salary in CAPPS as of Sept. 1, 2025.
    - Employees eligible for ABBR updates include all active employees as of Sept. 1, 2025, except:
        - Employees in job codes BD25, CP25, SAD1, HOUR, 7109, or S010.
        - Employment records where the Job Indicator is set to *Secondary*.
        - Return-to-work retirees who have NOT elected active employee benefits.
        - Employees in job codes CC23, F023, and JD25 who do not have active employee benefits.
    - ERS processes files received daily and provides a report of any errors for agency resolution. Error reports are uploaded to your agency's FYE ticket in .csv format. Promptly review and make manual changes in ERS, as applicable.

  - Reconcile employees’ ABBR/benefits between CAPPS and ERS by running the monthly *ERS/CAPPS Insurance Reconciliation* report. The report:
    - Files are available on the 10th of the month or the next business day.
    - Compares the *ERS 100% Snapshot* file against CAPPS enrollment and payroll data and displays discrepancies for the agency to reconcile.

Navigation Path: **Dashboard:** Workforce Administration; **Tile:** Benefits Administration; Benefit Reports; ERS/CAPPS Insurance Recon.

- CAPPS information is available through a variety of channels, including email, websites and system banners. All CAPPS users are encouraged to review these resources regularly to stay informed about CAPPS process activities and system maintenance.
  - Please ensure the following business addresses are in your agency’s *Safe Senders* list or whitelists:
    - capps.cgc.ba@cpa.texas.gov — The CAPPS Governance and Communications mailbox used to communicate information about CAPPS user groups and other meetings, system maintenance, business process deadlines, etc.
    - capps.training@cpa.texas.gov— The CAPPS Training mailbox used to communicate details about training courses, focus groups or other opportunities to learn more about the CAPPS system and related processes.
    - capps.product.team@cpa.texas.gov — The CAPPS Product Team mailbox used by agencies with questions related to upcoming deployment and expansion opportunities.
  - In addition to the mailboxes above, the CAPPS team also uses Listserv Accounts (Distribution Lists) when sending information to large recipient lists (including CAPPS agency support staff), such as Central Level 1s, Hub Level 2s and TDIS Delegated Administrators (DAs). The Listserv domains should also be included in the Safe Senders/whitelists to ensure information is received promptly.
    - Sent **From** will show from the business mailbox with the @LISTSERV.CPA.STATE.TX.US domain rather than the @cpa.texas.gov domain.
    - The **To** field is the designated distribution list, such as CAPPS Central HR Level 1s at the Listserv domain.
  - Fiscal Management’s What's New on FMX and FMX’s Centralized Accounting and Payroll/Personnel System (CAPPS) index page includes additional resources for CAPPS information, such as:
    - Calendars/Schedules – includes an outages calendar where the system availability is posted.
    - User Group Meeting pages – contains information on upcoming meetings as well as archived meeting minutes from recent meetings.
    - CAPPS System Changes – lists recent system changes implemented in CAPPS (sorted by month).
    - CAPPS Contacts and Help – includes the lists for all agencies’ support staff (Level 1s, Level 2s, Delegated Admins – Central Only).

V. Open Forum Q&A

- We received no questions from the August user input survey.
- 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.

VI. Deep Dive Topics

- The fifth installment in our series about best practices of the *Employee Life Cycle* focuses on *Time and Labor*.
- Several pieces of data from **Manage Job** flow into the *Time and Labor* module, including:
  - DATE OF HIRE
  - SSN
  - FLSA STATUS
  - FTE/PTE
  - STANDARD HOURS
  - PRIOR STATE SERVICE
  - ENROLL EMPLOYEE IN TIME AND LABOR
  - EMPLOYEE TYPE
- When a new hire is onboarded and enrolled in Time and Labor, an automated process collects information from **Manage Job** to create the employee’s Time Reporter Data.

- The main component of the Time Reporter Data is the employee's workgroup. A workgroup is a ten-character string that aids in organizing employees by type, FLSA status and workweek configuration. A typical workgroup string is comprised of the:
  - Agency number (3-digit)
  - Employee's FLSA status (3-character)
  - Employee Type (2-character)
  - FLSA Week start day (2-character)
- There may be a need to change an employee's date of hire, which occurs in *Correct History* mode in **Manage Job**.
  - This correction does not automatically flow to **Time and Labor**.
  - A Letter of Authorization (LOA) must be submitted to the CAPPS Service Desk to update Time and Labor.
- If an employee's `DATE OF HIRE` occurs on a holiday:
  - For holidays on the first of the month, the employee must work or use leave on their **first scheduled day after the holiday** to be eligible for holiday pay on the first.
  - If the holiday occurs on another day during the month, the employee is not eligible for holiday pay because they did not work the day before the holiday. Hours worked on the holiday are to be recorded using the REGHR time reporting code.
- If accruals are inaccurate following an update to Prior State Service, set the `EARLIEST CHANGE DATE` to match the `DATE OF HIRE` and run **Time Administration**.
- Time and Labor self-paced training courses:
  - *100.1 – CAPPS HR/Payroll Employee Self Service: My Time and Leave* – for all CAPPS users
  - *111 – CAPPS HR/Payroll Manager Self-Service Lite* – for Agency Managers and Supervisors
  - *150 – CAPPS HR/Payroll Time & Labor* – for Agency Superusers
- The annual-to-sick leave fiscal year conversion process may be run on a date determined by the agency. It is recommended that all August activities are complete before running the process. The sooner the process is run, the less manual evaluation and entry is necessary.
- Agencies should run the annual-to-sick leave fiscal year conversion process before running the *Leave Liability* report in CAPPS to ensure that the data reported reflects the most accurate liability.
- Notify employees of the deadline for entering all annual leave entries for dates before Sept. 1, 2025.
- Before processing a lump-sum payment for an employee whose termination effective date is Sept. 1, 2025, or later, agencies must evaluate annual leave balances to determine if a manual conversion is necessary. This step is not applicable if the annual-to-sick leave conversion was already processed.
- Run the *Leave Liability* report and resolve liabilities.
- After ensuring all sick/family leave pool timesheet activity is up-to-date, run the *sick/family leave pool fiscal year process* to update balances for the fiscal year. The sick and family leave pool processes are run separately. Even if there are no balances, the report still needs to run to update the pools to the current fiscal year in case new balances were added.
- Employees who do not use all 15 days of military leave available in a federal fiscal year (October–September) can carry unused military leave to the next federal fiscal year, up to a maximum of 45 days (360 hours). This process removes any hours above 360 as of Sept. 30 using Time Reporting Code (TRC) MLTYX.
- Complete the *military rollover process* after the federal fiscal year ends on Sept. 30. Ensure all military leave was entered before running the rollover process in October or November 2025.
- To review the conversion results, run the *Military Leave FFYE* Report.
- State agencies and institutions of higher education are required to report emergency leave annually to the Comptroller's office for each employee granted **more than 32 hours** in the fiscal year.
- Emergency leave is any leave granted to an employee according to Texas Government Code, Section 661.902.
- For additional information on emergency leave reporting requirements, see FMX's Emergency Leave Reporting Requirements page.
- CAPPS production support will load all agency Emergency Leave data to the Emergency Leave Reporting web application on **Sept. 20**.
  - Agencies are advised to validate their emergency leave data **before** it is uploaded on Sept. 20.
  - The data uploaded to the Emergency Leave Reporting web application is the same as the TX_TL_SB73_EMERGENCY_LEAVE_RPT query.

- The due date to certify emergency leave via the Emergency Leave Reporting web application is **Oct. 1**.
- Ensure the appropriate users have access to the Emergency Leave Reporting web application.
- Users who were granted access to the web application in the past should confirm their access is current and active because:
  - Access could be revoked due to lack of use.
  - A mainframe password may need to be reset by the CPA Help Desk (**512-463-4357**).
  - For new users, it may take 2-3 days to process access requests by the Agency Security Coordinator (ASC).
- Run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query to identify emergency leave timesheet entries. After the report is compiled:
  - Audit the results of the query 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.
  - Note any inconsistencies or errors on the report that require a CSD SR ticket requiring corrections by CAPPS Production Support staff.
  - If no employees at the agency were granted emergency leave, no results are populated on the query. The resulting spreadsheet will contain headers and blank data rows.

> **Note:** Employees who do not have more than 32 hours of Emergency Leave are not included on this report.

- If timesheet corrections are made after the report is uploaded to the Emergency Leave Reporting web application, open an SR ticket requesting the data to be reloaded to the web application.
- If timesheet corrections are necessary after the data was certified (but **before Oct. 1**):
  - Open an SR ticket to backtrack the certification and reload emergency leave data to the web application.
  - CAPPS Production Support will reload the data to be recertified.

> **Note:** Timesheet corrections made before data is uploaded to the Emergency Leave Reporting application do not require a CSD SR ticket. The data uploaded on Sept. 20 includes all timesheet corrections that were completed before the upload.

- To meet the Comptroller's office statutory requirements, all agencies and institutions of higher education must use the Emergency Leave Reporting web application to certify their emergency leave report.
  - Emergency leave data can be downloaded from the **Reports** tab and verified for accuracy.
  - When all data is confirmed, select **Certify**.

> **Note:** Certification is still required for agencies that have no employees that were granted more than 32 hours of emergency leave. After selecting **Certify**, a message is included on the Certifier's Contact Information screen to confirm that no employees were granted more than 32 hours of emergency leave during the fiscal year.

  - On the next screen, enter the certifier's contact information and select **Confirm Certification**.

VII. 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 Oct.14 meeting.
- In September, individual user group meetings will be held for each tower:
  - HR/Payroll User Group Meeting — Tuesday, Sept. 23
  - Financials User Group Meeting — Thursday, Sept. 25
- 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