

CAPPS HR/Payroll User Group Meeting

Tuesday, Sept. 23, 2025

9–10:30 a.m.

(Webinar Only)

I. Announcements and Reminders

- Post fiscal year-end (FYE) key dates and action items:
 - Submit any questions for assistance in your agency's FYE Service Request (SR) ticket.
 - Agencies should review their FYE SR to resolve any Employee Retirement System (ERS) errors.
 - Due date for Annual-to-Sick Leave Conversion and the Sick/Family Leave Pool Process is **Sept. 30**.
 - Run the Military Leave Balance Carry Forward Process should after **Sept. 30**.
 - Desk Aids are available on the [CAPPS Training](#) website.
- CAPPS Production Support staff loaded each agency's emergency leave information to the Emergency Leave Reporting web application on **Sept. 20**.
 - Any fiscal 2025 certifications that were done before Sept. 20 will be cleared out and need to be resubmitted.
 - Certify emergency leave via the web application by Sunday, Oct. 1.
 - Certification is required, even if the agency have no employees that were granted more than 32 hours of emergency leave.
 - If timesheet corrections are necessary after the data was certified, prior to Oct. 1:
 - Open an SR to backtrack the certification and reload emergency leave data to the web application.
 - CAPPS Production Support will reload the data for recertification.
 - Call the Comptroller's office Service Desk at (512) 463-4357 to reset a mainframe password.
- Enrollment for the State Employee Charitable Campaign (SECC) runs Sept. 1 — Oct. 31. Agencies should:
 - Review elections and rejected elections.
 - Identify and resolve any SECC file errors.

Note: More processing information is available on the CAPPS Training's [Desk Aids](#) tab. In the **CAPPS HR/Payroll Process** section, open the **Year-End Rollover Activities** category and download the *SECC Process for Agency Payroll Administrators* (PDF).

- Registration for the *State Government Salary Administration Policies* class will open in early October. The in-person class (located at the LBJ building) will be held on Nov. 5, 2025. Monitor CAPPS Training's [Instructor-Led Training](#) page for updates.
- All CAPPS environments will be unavailable during the Texas Comptroller of Public Accounts' annual disaster recovery testing from **Friday, Sept. 26, at 5 p.m. to Monday, Sept. 29, at 8 a.m.**
- The regularly-scheduled refresh of the SBX1 environment for September is postponed until Oct. 3–6. Agency training staff conducting training in SBX1 should adjust training plans accordingly.

II. CAPPS HR/Payroll Production Updates

- The HR/Payroll SR Data for August 2025 included 968 new tickets opened and 960 tickets closed. There were 714 tickets carried forward from August into September. There was an increase in open tickets due to questions about the EEO-4 report and on-cycle payroll.
- The HR/Payroll release for September contains 11 requests consisting of three break-fixes, five improvements and three new features. Highlights include:
 - **SR-68454** – A break-fix that generates exceptions for valid scenarios in the T&L – Schedule Override to include deceased employees.
 - **SR-67617** – An improvement that adds Agency Sick Leave Information to the *Leave Liability Report by Fund* report.
 - **SR-68383** – A new feature that automatically assigns Time and Labor Contingent Workers in the TX_SELF_SERVICE_EMPLOYEE role upon hire.
- The HR/Payroll release for October contains eight requests consisting of three break fixes, three improvements and two new features.

- For the new HR/Payroll functionality being implemented in the October releases, three changes are highlighted for agency testing during user acceptance testing (UAT). Functionality and acceptance criteria :
 - **SR-67263**
 - **User Story:** *As a Time and Labor (TL) superuser or time administrator, I want the accrual catch-up rule to calculate hours appropriately in all scenarios, so correct hours can be awarded to the employee.*
 - **UAT** (Sept. 22–26): Testers should validate that catch-up accrual hours are appropriate for an employee who:
 - Is full-time before going on Leave of Absence (LOA) and becoming part-time when returning to work.
 - Reached a different seniority level in the middle of the LOA period.
 - Returned to work and then had a data change row in Job data on the same day with max EFFSEQs.
 - **Migrates to Production:** Oct. 2.
 - **SR-68384**
 - **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.*
 - **UAT** (Sept. 22–26): Testers should validate that the:
 - `TX_HR_ESS_EDU_ACHIEVEMENTS` query can be run using any of the available query prompts.
 - New fields (`LAST ACTION EMPLID` and `LAST ACTION NAME`) display in the results.
 - Format of the `LAST ACTION NAME` field displays as *last name, first name, middle name*.
 - **Migrates to Production:** Oct 2.
 - **SR-70108**
 - **User Story:** *As a Core Human Resources (HR) user, I want the `TX_HR_AGY_ONETIME_MERIT` query to include active and inactive employees, so that I may complete a more thorough review.*
 - **UAT** (Oct. 13–17): Testers should validate that active and inactive employees are included in the query output when running the query with a two-year duration.
 - **Migrates to Production:** Oct. 23.

III. On the Horizon

- Agency Direct Data Access (ADDA) is an optional reporting strategy that empowers agencies with secure, near real-time access to their CAPPs data and enables them to use their own tools to create and manage reports and data integration independently.
- ADDA supports self-service reporting and data integration, strengthens data security, and enhances agency decision-making. The agency must:
 - Agree to the project timeline for user acceptance testing (UAT) and Production go-live dates.
 - Dedicate the Technical and Business resources required to set up and test during the project and support internal maintenance once live.
 - Provide the type(s) of Reporting Tools the agency intends to use to connect to the ADDA environments that support Oracle Secure Wallet technology (examples include Tableau, Power BI, Oracle SQL Developer).
 - Validate agency IPs for Firewall Secure Connection.
- Deployments of ADDA typically take about 15 weeks, including roughly two weeks of post-go-live support.
- To request the enablement of ADDA:
 - Submit a *Request Information, Service, or Training* ticket in both CAPPs Service Desk (CSD) Financials and CSD HR/Payroll.
 - Provide the required information in the ticket:
 - **Requester:** The Level 1 submitting the request.
 - **Application:** *Agency Direct Data Access.*
 - **Request Type:** *New Expansion Area.*
 - **Title:** *Agency # and Agency Name Requesting ADDA (for example, 304 Comptroller of Public Accounts Requesting ADDA)*
 - **Description:** *Agency # and Agency Name is requesting access and connection to ADDA.*
 - **Attachment:** Add any relevant information or supporting documentation.
 - The Comptroller's office prioritizes the request queue for implementation schedules.

- The [Equal Employment Opportunity \(EEO\) Report](#) compiles statistical information about minority hiring practices for employees of state agencies and institutions of higher education for the previous fiscal year, Sept. 1 through Aug. 31.
 - This report is mandated by Texas Labor Code, Section 21.552, and includes a summary report and two detail reports.
 - The summary report summarizes the EEO job information for the agency by race and sex. Total numbers and percentages of Caucasian Americans, African Americans, Hispanic Americans, males and females are reported for the entire workforce and separately for newly hired employees.
 - The detail reports list each employee's SSN, name, EEO Job Code, race and sex. The workforce section lists every employee who worked for the agency during the fiscal year, including those who were terminated. The new hire section lists every employee hired at the agency during the fiscal year.
 - The agency should:
 - Review the preliminary report to verify that the information reported in each category is correct.
 - Reconcile the report and make corrections accordingly if discrepancies are found.
 - Make corrections by the deadline. Corrections made after the deadline will not be reflected in the final report.
 - Acknowledge receipt of the preliminary report.
 - Submit the acknowledgment form electronically to the Comptroller's office on or before the established deadline.
- Note:** The Civil Rights Division of the Texas Workforce Commission (TWC) receives a copy of each agency or institution's detail and summary reports. TWC reports the summary information to the Legislative Budget Board (LBB) and the Governor's Budget and Policy Division.
- The [Equal Employment Opportunity Report – Hiring Practices for the Fiscal Year for State Agencies and Institutions \(FPP F.016\)](#) provides additional information, including report correction instructions, a legend of codes, selection criteria and the EEO detail file format.
 - Important Dates:
 - **Oct. 16, 2025** – Preliminary 2025 EEO Report Available.
 - **Oct. 23, 2025** – EEO Report Acknowledgment Form Due.
 - **Oct. 28, 2025** – EEO Report Data Corrections Due.
 - **Oct. 30, 2025** – Final EEO Report Available.
 - The Comptroller's office will send the final reports to TWC's Civil Rights Division.
 - All dates can be found on the FMX's [Calendar of Events](#).
 - We encourage agencies to promote the electronic consent (eConsent) options for all their year-end forms.
 - To encourage use of the eConsent options, we will email a toolkit to share with employees that includes an eConsent campaign flyer and a template/sample campaign email.
 - Monitor agency eConsent rates using the *TX Year-End Consent Status Report* query (TX_YEAR_END_CONSENT_REPORT).
 - As of September 2025, 62 percent of employees with CAPPs agencies consented to electronic delivery of their W-2. For the 1095-C, 58 percent consented to electronic delivery.
 - Plan your communications strategy now and utilize the toolkit to increase your agency's eConsent and electronic delivery rate.

IV. Features and Spotlights

- The [Annual Report \(Statewide Hiring Practices for the Fiscal Year\) \(FPP F.005\)](#) compiles statistical information on hiring practices for employees of state agencies and institutions of higher education for the previous fiscal year, Sept. 1 through Aug. 31.
 - This report is mandated by Texas Labor Code, Section 21.504, and includes a summary report and two detail reports.
 - The summary report includes the EEO job information for the agency by race and sex. Total numbers of Caucasian Americans, African Americans, Hispanic Americans, and females are reported for the entire workforce and separately for newly hired employees.
 - The detail reports list each employee's SSN, name, EEO job code, race and sex.
- The agency should:
 - Review the preliminary report to verify that the information reported in each category is correct.
 - Reconcile the report and make corrections accordingly if discrepancies are found.

- Make corrections by the deadline. Corrections made after the deadline will not be reflected in the final report.
- Acknowledge receipt of the preliminary report.
- Submit the electronic acknowledgment form to the Comptroller's office on or before the established deadline.

Note: TWC's Civil Rights Division receives a copy of each agency or institution's detail and summary reports. TWC reports the summary information to the LBB and the Governor's Office of Budget, Planning and Policy Division.

- The [Annual Report \(Statewide Hiring Practices for the Fiscal Year\) \(FPP F.005\)](#) provides additional information, including report correction instructions, a legend of codes, selection criteria and the *Annual Report* file format.
- Important Dates (all dates can be found on FMX's [Calendar of Events](#)):
 - **Sept. 18, 2025** – Preliminary Fiscal 2025 Annual Report (Statewide Hiring Practices) report is available.
 - **Sept. 25, 2025** – Preliminary Annual Report Acknowledgement Form is due.
 - **Oct. 3, 2025** – Corrections for the Fiscal 2025 Annual Report (Statewide Hiring Practices) report are due.
 - **Oct. 6, 2025** – The final Fiscal 2025 Annual Report (Statewide Hiring Practices) report is available.

Note: The Comptroller's office will send the final reports to TWC's Civil Rights Division.

V. Open Forum Q&A

- We received no questions from the input survey for September.
- 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 Dives

- The sixth installment in our series about best practices of the *Employee Life Cycle* focuses on **Payroll Onboarding**.
- Ensure that the new employee was informed on how to navigate Employee Self Service prior to payroll, so the employee can complete their W-4 and direct deposit setup (which takes 3 business days to process in USAS).
- Use the *Payroll Checklist* to help ensure that all steps are complete.

Navigation Path

Dashboard: Payroll & Commitment Accounting; **Tile:** Payroll Checklist.

- The *Payroll Checklist* can also be reached via *Query Viewer* by selecting the TX_PY_PAYROLL_CHECKLIST.
- Coordination is highly recommended with other departments, Human Resources and Time and Labor to ensure all pay-impacting actions were completed. Clear communication between teams is crucial (checklist steps 1–5).
 - Create a list of new hires.
 - Validate that *Payable Time* is populated for all new hires.
 - Confirm that all pertinent information was entered (Prior State Service, Benefits, Voluntary/Involuntary Deductions, etc.).
- Payroll processing actions for checklist steps 5–15:
 - Load time and labor.
 - Review errors.
 - One-time execution of the *Paysheet Manager*.
 - Load any CPEs (if necessary) to be processed with the current pay period.
 - Use *Process Monitor* to review report results.
- Checklist steps 16–20:
 - Review the *Review Paycheck* page or review the *Payroll Register* report to ensure all new employee information is accurate.
 - Review special adjustments and manual requests.
- Checklist steps 21–31:

Resolve all errors promptly in queries and reports, including the *SPRS Audit Report*.

Note: If any adjustments were made to address errors, a preliminary calculation will need to be done. Re-review the queries/reports that had errors to ensure they were addressed accordingly.

- Checklist steps 32–38:
Once checklist step 35 (*Confirm Payroll*) is complete, no additional changes or corrections can be made.
 - Checklist steps 39–45:
Verify funding before creating the SPRS document.
 - Checklist steps 46–49:
 - Release the document to *SPRS Pay Outbound*.
 - Review the message log to confirm that the document number(s) is/are listed.
 - Approve the document in CAPPS before 5:30 p.m.
- Note:** Running *SPRS Outbound* twice could lead to the payroll being *SPRS/USAS Rejected* in CAPPS and *Document Entered on the Approval Screen* in SPRS. An agency can run *SPRS Outbound* multiple times, as long as the documents are re-released to ensure all documents are included in the file sent to SPRS.
- Checklist steps 50–52:
 - If the document status is *USAS Accepted*, checklist step 52 creates the employee’s self-service earning statement in PDF format.
 - If the document failed or was rejected by SPRS, an SR is created in CSD containing instructions for correcting the document.

VII. Wrap-up/Close Meeting

- The CAPPS Steering Committee will review and vote on the Enhancement SRs following their Oct.14 meeting.
- **Next meeting:** HR/Payroll User Group Meeting — Tuesday, Oct. 28, 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