

CAPPS HR/Payroll User Group Meeting

Tuesday, Oct. 28, 2025

9–10:30 a.m.

(Webinar Only)

I. Announcements and Reminders

- The remaining post-fiscal year-end (FYE) key dates and action items:
 - All Time & Labor FYE activities should be completed.
 - Close-out of federal Budget Load Spreadsheet (BLS) is in October.
- Key dates for the *2025 Equal Employment Opportunity (EEO) Report*:
 - **Oct. 16, 2025** – Preliminary 2025 EEO Report is available.
 - **Oct. 23, 2025** – EEO Report Acknowledgment form is due.
 - **Oct. 28, 2025** – EEO Report data corrections are due.
 - **Oct. 30, 2025** – Final 2025 EEO Report is available.
- Enrollment in the Statewide Employee Charitable Campaign (SECC) is open through **Oct. 31, 2025**.

II. CAPPS HR/Payroll Production Updates

- The HR/Payroll Service Request (SR) data for September 2025 included 1005 new tickets opened and 950 tickets closed. There were 769 tickets carried forward from September into October. August and September typically see increases in new tickets (that begin to taper off in October) primarily related to the FYE activities.
- The HR/Payroll release for October contains eight requests consisting of three break-fixes, three improvements and two new features. Highlights include:
 - **SR-64106** — a break-fix to correctly update and calculate the `COMPANY SERVICE DATE` when changes are made to an employee's prior state service information.
 - **SR-71049** — an improvement that enables HR users to reference TEXAS-Level job codes within PSQuery.
 - **SR-70108** — a new feature that modifies `TX_HR_AGY_ONE_TIME_MERIT` to include both active and inactive employees.
- The HR/Payroll release for November contains 14 requests consisting of three break fixes, seven improvements and four new features.
- For the new HR/Payroll functionality being implemented in the November releases, four changes are highlighted for agency testing during user acceptance testing (UAT). Functionality and acceptance criteria:
 - **SR-66576**
 - **User Story:** *As a core Human Resources (HR) user, I want to run a report that shows an employee's direct and indirect reports, so agency users can review this information with various criteria.*
 - **UAT (Nov. 3–14):** Testers should validate that:
 - The report displays an employee's direct and indirect reports.
 - After they enter the manager's `EMPLOYEE ID` number on the Run Control page, the manager's `POSITION NUMBER` auto-populates and the user can run the report with successful results.
 - After they enter the manager's `POSITION NUMBER` on the Run Control page, the manager's `EMPLID` auto-populates and the user can run the report with successful results.
 - **Migrates to Production:** Nov. 20.
 - **SR-67624**
 - **User Story:** *As an employee, I want to view my agency service date, prior state service information and most recent hire/rehire date in Employee Self-Service (ESS), so I can easily access this information whenever I need it.*
 - **UAT (Oct. 27–31):** Testers should validate in ESS:
 - The agency service date.
 - Prior state service information.
 - The most recent hire/rehire date.
 - All the information is accurate.
 - **Migrates to Production:** Nov. 6.

- **SR-68906**

- **User Story:** *As a payroll processor, I want an edit to stop me from running the SPRS payroll outbound while another instance of the same job is running so I can ensure I do not inadvertently submit the job again and cause issues with my payroll document.*
- **UAT** (Nov. 10–14): Testers should validate that when an instance of the SPRS Payroll Outbound job is currently executing and a user attempts to initiate a subsequent instance of the same job, the system prevents the new job instance and provides a notification indicating that the job is already in progress, thereby avoiding duplication.

Notification Message Reads: *Another instance of this process is in progress for the same run control parameters. Please check the process monitor and wait until that instance runs to completion.*

- **Migrates to Production:** Nov. 20.

- **SR-70046**

- **User Story:** *As a manager, TL superuser, TL time administrator or TL decentralized superuser, I want to be able to generate the Leave Bal Detail & CompTime/Overtime Earned report without it being blank, so that I can accurately track employees' leave balances.*
- **UAT** (Oct. 27–31): Testers should validate that:
 - The *CompTime/Overtime Earned* report is available for superusers and managers only, under their respective tiles.
 - The *Leave Balance Detail* report is available for superusers, TL administrators, managers, and employees in their respective tiles.
 - A manager (with TL time administrator or TL decentralized superuser roles) can run the *Leave Balance Detail* and *CompTime/Overtime Earned* reports. Ensure that data is generated (not a blank report).
 - All report functionality and data accuracy between the old PS Query and the new XML, as the data source remains unchanged.
 - The report output is ADA Section 508-compliant.
- **Migrates to Production:** Nov. 6.

- One enhancement was 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 December Steering Committee meeting.

- **SR-72757** – Submitting performance document for approval (suggested via **ENH-61165**).

- **User Story:** *As a manager, when I submit a performance document for approval, I want the performance document to auto-complete after the 2nd-level manager has approved the document, so I do not have to access the document and manually select the complete button, in turn improving the efficiency of the process.*
- **Proposed Solution Summary:** Mirror the same approval and completion function as the *Approval After Employee Review (Apvl After Review) Process – 3-Step workflow* process, and apply it to the *Approval, No Employee Review (Apvl No Review) Process* workflow process.

III. CAPPS Project Updates

The CAPPS Recruit *TAM/CG Taleo Replacement* deployment for current *CAPPS Recruit* production agencies and the Texas Department of Criminal Justice began on Jan. 1, 2025, and is currently at 31 percent complete. Key activities include:

- Completed Fit/Gap and Analysis
- Created 30 customizations in *PS Talent Acquisition Manager* and *Candidate Gateway* modules to create a CAPPS baseline application that is multi-tenant and meets the state of Texas requirements.
- Designing and building customizations.
- Determined and created all global configurations.
- Gathering agency configurations for prototyping.
- Reviewing agency record retention policies to develop a CAPPS statewide record retention policy.
- Defining an approach to preserve historical Taleo data.
- Defining cutover activities.

IV. On the Horizon

- The One Big Beautiful Bill Act (OBBBA), a comprehensive federal tax law, was signed on July 4, 2025. The OBBBA includes new reporting requirements for employers related to the new income tax deductions for tips and overtime. The new requirements related to overtime necessitate changes to our processes for the 2025 tax year.
- Changes to CAPPS required by OBBBA include:
 - A new income tax deduction for qualified overtime compensation, which is available to itemizing and non-itemizing taxpayers.
 - The reporting of *qualified overtime compensation* to employees' W-2s.
- Reporting for the 2025 tax year:
 - IRS announces no changes to the 2025 tax forms or tax tables.
 - Employers are required to provide employees with information necessary to claim the new tax credit.
- CAPPS Plan of Action — CAPPS developed a practical method (temporary solution until the IRS issues updated federal tax withholding procedures for the 2026 tax year) to calculate the *Qualified Overtime Premium* amount and report it on a 2025 W-2 form.
- A Deep Dive on changes for the 2026 tax year will be presented at November's user group meeting.
- For more information, visit IRS's [One, Big, Beautiful Bill provisions](#) page.

V. Features and Spotlights

- As the calendar year-end (CYE) approaches, we encourage agencies to promote the eConsent options for all their year-end forms. To encourage users, we will email a toolkit that can be shared with employees and includes:
 - eConsent Campaign flyer
 - Template/Sample Campaign email
- The *TX Year-End Consent Status Report* query (TX_YEAR_END_CONSENT_REPORT) displays W-2 and 1095-C consent statuses, so that agencies may collectively view consent status for their agency's active employees across all CYE functions.

Navigation Path

Navbar: Menu; HR/Payroll Reporting; Query; Query Viewer

VI. Open Forum Q&A

- We received one question from the input survey for October:
 - **Question:** Is there any CAPPS HR/Payroll training (classroom setting) for those of us who are new to the role with limited background? I tune into the monthly meetings, but it can be hard to follow sometimes.
 - **Answer:** The CAPPS Training team is in the process of developing additional HR/Payroll *Instructor-Led Training* and we hope to begin rolling out courses in early 2026. In the meantime, find desk aids and self-paced training courses on the [CAPPS Training](#) website. For agency-specific procedural assistance, reach out to your agency's assigned [HR/Payroll Agency Support Staff](#).
- 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.

VII. Deep Dives

- CYE processing began with the creation of CYE SRs (opened by CAPPS Production Support for each Central agency). These SRs were opened in mid-October.
 - CYE SRs include the *CAPPS Calendar Year-End 2025 Checklist*.
 - Encourage employees to consent to electronic delivery of W-2 and 1095-C forms.
 - Agencies can still view and print their employees' CYE tax forms (if desired).
 - Agency payroll processors must verify and update contact information by Dec. 31, 2025.
 - CAPPS provides Benefit Replacement Pay (BRP)-eligible employees the ability to change their leveling election for the next calendar year in ESS during an open enrollment period. If the employee is not changing their election, no action is needed. To make changes, the employee must:
 1. Navigate to the **ESS Dashboard**.
 2. Select the **My Profile** tile.
 3. Select the **BRP Enrollment** page.

Note: The *BRP CAPPS Desk Aid* will be attached to each Central agency's CYE SR toward the end of November.

- The Texas Workforce Commission is introducing major updates to the *State of Texas Application* (SOTA) and *WorkInTexas* (WIT) for all agencies.
 - The objectives are to align the process of applying for state of Texas jobs more closely with the private sector job application process and reduce barriers to applying for state jobs by:
 - Simplifying the application.
 - Reducing the process time and increasing ease.
 - Eliminating duplication and redundancy of re-entering education and job history.
 - Allowing job seekers to leverage existing resumes.
 - The updated SOTA will:
 - Require a resume.
 - Collect contact information.
 - Collect former foster youth, military status and felony information.
 - Collect Equal Employment Opportunity (EEO) data.
 - Require attestations (signature area).
 - No longer include employment history, education, licenses and skills (instead, refer to resume).
 - No longer contain extraneous questions (agencies can tailor screening questions for relevant information).
 - Question 15 (*How did you first find out about this job?*) was removed from the updated EEO data form.
 - Impacts to CAPPS *Recruit* are documented in **SR-69539** and **SR-69534**.
 - CAPPS *Recruit* will be updated to:
 - Accept the resume provided via the WIT SOTA interface.
 - Remove disqualification question content (17 years of age and current/prior state employment questions).
 - Condense all screening questions onto one page for the candidate.
 - Streamline education, work experience, and certifications and licenses sections.
 - Adjust online instructions to recommend uploading a resume.
 - Adjust message template for *CAPPS Work in Texas (WIT) Candidate Instructions*.
 - CAPPS *Recruit* will continue to:
 - Optionally accept a resume online.
 - Default the standard pre-screening questions on the job requisition (may be removed by the agency).
 - Agencies may access responses to prior disqualification questions through Oracle's analytics reports.
 - Impacts to *Talent Acquisition Manager* and *Candidate Gateway* (the replacement products for Taleo) are documented in **SR-66479** and **SR-66350**.

VIII. Wrap-up/Close Meeting

- The CAPPS Steering Committee will review/vote on the Enhancement SRs following their Dec. 9 meeting.
- **Next meeting:** HR/Payroll and Financials (Combined) User Group Meeting — Tuesday, Nov. 20, 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