Agency Human Resource Management

Human Resource Management

Welcome to CAPPS HR/PAYROLL End-User Training (EUT)
Course Number: 130
Course Name: Agency Human Resource Management (HR)

Welcome

Hello, welcome to the Human Resource Management training.

Before taking this class you should have already completed the CAPPS Fundamentals course.

Introductions

Before proceeding with the course, let’s take some time to get to know each other.

Tell us:

- Your name
- Your agency and department
- Your expectations from this session
- An interesting fact about yourself

Greetings

Before we get started, let’s go over some housekeeping rules, along with a few pointers and tips that will help you complete this course.

Housekeeping Rules

- Training Materials
- Restrooms
- Emergency Exits
- Please Silence Cell Phones
- Ask Questions
**Course Preparations**

Pointers and tips to remember while taking this course:

- This course will take approximately 1 day. This course may be completed in sections, or all in one session.
- Make sure you view all the information using the Next and Prev navigation buttons.
- Close all other applications including email while taking the course.
- Move your mouse over this symbol to view content “Fun Facts”.
- After successfully completing the course, there will be instructions on how to complete a knowledge check.

**Course Outline**

Understand how to use CAPPS Human Resources (HR) functionality in the following areas:

- **Section 1: Hiring Activities**
- **Section 2: Transfers, Moves, and Terminations**
- **Section 3: Position and Job Data Changes**
- **Section 4: Labor Relations**
- **Section 5: HR Queries & Reports**
- **Section 6: Cross-Module References**

**Course Objectives**

After completing this course you will be able to:

- Transfer to a different Agency, move within the same Agency, and process different types of terminations.
- Change a name or address and promote, demote, reclassify, change salary and assignment, and understand the impact of Effective Dated changes.
- Record a Disciplinary Action or a Grievance.
- Run a Query and create and use a run control to run a report.
- Understand how different modules interact and what notifications are sent when certain actions are performed.
Section 1

Hiring Activities

Section 1 - Objectives

After completing this section you will be able to:

- Understand the relationship between CAPPS modules.
- Understand HR related terms and definitions.
- Understand key concepts that affect the new process.
- Create an employee or contingent worker in CAPPS for a new hire, re-hire, or Return-to-Work Retiree.
- Assign a position to that person and enter their compensation.
- Enter any additional information required for the new hire.

Section 1 - CAPPS Module Overview

The CAPPS HR/Payroll is comprised of several integrated applications known as modules. These modules are used to manage employee and human resource functions.

The central module in this integration is Human Resources. The Human Resources module contains key personal and job-related information that is shared by the other modules within CAPPS. The additional core modules for this phase include Position Management, Time and Labor, Payroll and an interface for Base Benefits. Modules such as Recruiting Solutions, Learning Management and Performance Management will be added to CAPPS HR/Payroll in the future.

The focus of this training is Human Resources. CAPPS Human Resources is the process by which employee profiles are entered and maintained in the CAPPS HR/Payroll system, from the date of hire to termination. Employee profiles are organized into two main areas: Personal Information and Job Data. In this course, Agency HR Users will learn how to enter, update and maintain employee records in both of these areas throughout the full Hire-to-Retire cycle.
Section 1 - Terms & Definitions

Listed below are terms used in this module that might be new to you, or might be used in a new way:

- **SetID**: Core value for each agency that identifies the data-set for that agency. Agency number followed by TX (ex: 304TX)

- **Business Unit**: A layer of reporting / control between the company and the departments. The fewer business units you have the less complex your configuration will be. Production Business Unit values will include an agency number suffixed with two additional characters. The primary Business Unit for each agency will end in 00 (ex: 30400). Agencies will determine the suffix values for non-primary Business Unit values.

- **Company**: The top-level control for payroll. This is always set to the agency number.

- **Department ID**: Every position and job is assigned to a department. Departments are controlled by Business Unit and SetID, therefore agencies can name their departments as needed without risk of overlap with another agency.

- **Location Codes**: Each agency must have a location code with location details in order to create positions. The state reporting requires that at a minimum, agencies have a location for each county in which they have employees working. The agency has the option to be more detailed and take location details down to the floor and mail drop level.

- **Mail Drop**: An optional agency defined value that can provide more detail for a location. The mail drop can be tied to a position and then can be used to help sort warrant distribution. Intended use is to provide a mail routing / sort.

- **Run Control**: A predefined set of parameters used to run a report. Run controls are set up and saved, and then can be reused as needed to ensure that the report runs consistently each time.

- **Job Code**: Job codes establish profiles, default compensation and applicable extended attributes for each job in CAPPS. The approved job codes for the State of Texas as specified by the state auditor are maintained in CAPPS under the SETID of TEXAS. Each agency maintains specific functional job codes under their agency SETID. Agency functional job codes must be established with the statewide job code as the first 4 characters with an agency defined suffix (i.e. 0055XX where XX is an agency specific values).
Section 1 - Lesson Outline

1) Key Process Definitions - 120 min
2) Creating a New Employee and Assigning a Position - 40 min
3) Creating a Contingent Worker and Assigning a Position - 20 min
4) Re-Hiring a Former Employee or Return-to-Work Retiree - 20 min
5) Completing the New Hire Profile - 20 min

Section 1, Lesson 1

Key Process Concepts

- Learn new key concepts that apply to the process
- Review key concepts that carry forward in a new way

Key Concept A: Action/Reason

- The Action/Reason table has been standardized for all Agencies using CAPPS.

- The appropriate action and reason code for each transaction will be selected from the drop down box in Job Data.

Key Concept B: Effective Dated Rows

Data in CAPPS is maintained in tables. When entering new data or updating existing data, the user inserts a new row into the table, and designates the date on which that new entry takes effect - the Effective Date.

A CAPPS table may contain Current, Future, and Historical rows, based on the Effective Date.

This allows current data to be used by the system, while future changes can be entered in advance, and previous records are saved for historical purposes.
Key Concept C: Organizational Relationships

Each employee must have one or more Organizational Relationships identified in their profile. There are three types of Organizational Relationships recognized by CAPPS, although only two are used in HR:

- **Employee**: A person who is hired to provide services to the organization and has a legal employee relationship with the organization.

- **Contingent Worker**: A person who provides services to the organization and who does not have a legal employment relationship with the Agency. The contingent worker works with the Agency on a contractual basis.

- **Person of Interest**: A person who is not an employee or contingent worker, but is of interest to the organization. (Only used to provision Empl IDs in CAPPS Finance.)

Key Content D: Departmental Security Trees

Departmental Security Trees are set up by CAPPS Central, with input from the Agency.

The highest level of the hierarchy is the Agency. Each Agency has a unique SetID code, which is made up of the agency number followed by the letters TX. For example, the SetID for DMV is 608TX.

The second level of the hierarchy is the Business Unit. Each agency has a primary Business Unit, which is the agency number followed by 00. So, for example, the Primary Business Unit code for DMV is 60800. Each agency can also establish Non-Primary Business Units, at their discretion.

Level 3 of the hierarchy is the Department. Some examples of departments at DMV are the Motor Carrier Division, IT Service Support, or Financial Services.

To view the Department Security Tree for your agency, navigate to Main Menu > Tree Manager > Tree Viewer.

Key Concept E: Web Services

Web Services is a background process that captures key employee data from legacy systems.

At the time of hire, this process checks the National ID or Empl ID entered and populates relevant information from an employee’s history, where applicable.

This information may include:

- Retirement Eligibility
- Return-to-Work Retiree Data
- Information Release Indicators (where statutorily protected)
Section 1, Lesson 2

Creating a New Employee and Assigning a Position

- Use the CAPPS Custom Hire screen to enter a new hire
- Identify and Complete Required Fields
- Add an Organizational Relationship
- Generate an Employee ID
- Assign a Position and enter Compensation for the New Hire

Comparing New Hire Processes

The process for hiring varies, depending on whether you are hiring an employee or a contingent worker. This chart demonstrates the differences between the two processes.

1) Navigation for an employee is Workforce Administration > Job Information > CAPPS Custom Hire. For Contingent, the navigation is Workforce Administration > Job Information > CAPPS Non-Employee Add.

2) Identification: When hiring, enter the employee’s National ID number (which is usually the Social Security number), and the system will generate an employee ID number. Contingent Workers must provide a TINS number, which they obtain in advance from the Comptroller’s office, and that number becomes the employee ID.

3) Organizational Relationship: When the CAPPS Custom Hire screen is used, the “Employee” checkbox is auto-selected on the Organizational Relationship page. When using the CAPPS Non-Employee Add screen, Contingent Worker is auto-selected.

4) Action/Reason Codes: The action code for employees is preset to “Hire”. Reason code must be selected manually, and could be New hire or rehire, Interagency transfer in, or Legislative transfer. For Contingents, the action code of Add Contingent Worker and reason code Non are both auto-selected.

5) Job Data Tabs: For Employees, the Job Data screen includes tabs titled Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. For Contingents, only Work Location and Job Information are available.

6) Compensation is entered for Employees, but not for Contingent workers.
Creating a Person

- Two custom pages are available in CAPPS to enter New Hires and Contingent Workers.
  - CAPPS Custom Hire
  - CAPPS Non-Employee Add

- Relevant information, such as ID numbers and Organizational Relationships, are handled differently according to the type of hire.

- Note that some Required Fields might not have asterisks (*), but are still required by policy or the system.

- As soon as an Organizational Relationship is added, the Personal Data record will be saved and in the case of a New Hire, the Employee ID is visible. The system will then continue to the Job Data screen, and some fields will be auto-populated according to the type of hire.

Section 1, Lesson 2 Exercise

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

**CAPPS Custom Hire**

**Scenario:** Creating an Employee and Assigning a Position

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 1, Lesson 3

Creating a Contingent Worker and Assigning a Position

- Use the CAPPS Non-Employee Add screen to enter a new Contingent Worker
- Identify and Complete Required Fields
- Select an Organizational Relationship
- Assign a Position to the Contingent Worker
Creating a Contingent Worker

- TINS Number (commonly called the “7-Number”) must be obtained in advance by the Agency Security Coordinator, and becomes the Empl ID.

- Use the CAPPS Non-Employee Add screen to set up a Contingent Worker.

- National ID is not required and should not be recorded. National ID field defaults to 999-99-9999 after the record is saved.

- Compensation is not entered for Contingent Workers, as they are not paid through CAPPS HR/Payroll.

- All Contingent Worker Positions have the same Job Code, which is “NONEMP”.

- Headcount for a Contingent Worker Position can be more than one.

- This means that Agencies can set up one Position for all of their Contingent Workers, or they can set up multiple Contingent Worker Positions if they need to be tracked according to Location, Department, or Reports-To.

Section 1, Lesson 3 Exercise

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

**CAPPS Non Employee Add**

**Scenario:** Creating a Contingent Worker and Assigning a Position

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 1, Lesson 4

Re-Hiring a Former Employee or Return-to-Work Retiree

- Use the CAPPS Custom Hire screen
- Verify/update Web Services Data
• Add an Organizational Relationship
• Assign a Position and Enter Compensation

Re-Hires
• Some data, regarding employees who were previously employed in one or more of the legacy systems, is maintained by Web Services.

• When a National ID is entered in CAPPS Custom Hire, Web Services checks to see if it recognizes that number, and sends you a message to verify that the correct Empl ID is being used.

• When you confirm the Message, Web Services will automatically return key data elements to CAPPS that will be used to establish the hire. For example, whether the employee is subject to a 90-day wait will be filled in. CAPPS may also have personal data from a period of previous employment. This information should be verified in case it is out-of-date.

Return-to-Work Retiree
• A Return-to-Work Retiree is processed in CAPPS as a New Hire/Rehire. Additional Data is captured for the RTW Retiree.

• If an employee retired, Web Services updates the appropriate fields in the Job Data screens when that employee is rehired.

• On the Job Data screen, the Retirement Code is updated.

• On the Employment Data > Employment Information tab, the RTW Information Grid is updated.

Section 1, Lesson 4 Exercise
Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Rehires

Scenario: Rehires and Return-to-Work Retirees

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.
Section 1, Lesson 5

Completing the New Hire Profile

- Additional Fields to be Completed
- Automated Processes

Completing the New Hire Profile

Additional Fields that may be completed include:

- Emergency Contact Information
- Disability Information
- Employee Citizenship, Passport, and Visa Information
- Driver’s License Information

Some of these fields are optional, and may be used for Agency-specific purposes.

Automated Process

- The Six-Months Continuous Service requirement for using annual leave is tracked by an automated process. This field can be viewed at Job Data > Employment Data > Employment Information tab.

Section 1, Lesson 5 Exercises

Exercises:

These exercises provide step-by-step instructions on how to perform the following tasks in CAPPS:

Completing the Profile

Scenario 1: New Hire Profile: Emergency Contact Information
Scenario 2: New Hire Profile: Disability Information
Scenario 3: New Hire Profile: Citizenship Information
Scenario 4: New Hire Profile: Driver’s License Information

View exercise scenario (opens a new web browser).

After completing the exercises, close the browser tab and return to the course.
Section 2 - Transfers, Moves, and Terminations

Objectives
After completing this section you will be able to:

- Transfer employees to a different agency, or move them to a different department or position.
- Understand how Legislative Transfers are processed.
- Understand how different types of terminations are processed in CAPPS.
- Process different types of terminations, such as:
  - Voluntary Termination
  - Involuntary Termination
- Retirement
- Death
- Understand how leave balances are zeroed out upon termination.

Section 2, Lesson Outline

1) Transfers - 30 min
2) Moves - 20 min
3) Terminations - 20 min

Section 2, Lesson 1

Transfers

- Transfer to a Different Agency
- Prior State Service Row Insertion

Transfers

- An employee who is transferring from one agency to another is terminated by the “losing” agency, and then rehired in the “hiring” agency on the same date.
- Within CAPPS, the employee cannot be rehired in the second agency until after they are terminated in the first.
- Agencies should coordinate to ensure that the employee is terminated at the losing agency before being hired at the gaining agency.

Prior State Service Row Insertion

- When transferring from a CAPPS Central agency to another CAPPS Central agency, Prior State Service Rows are updated by automated processes.
• However, when transferring from a CAPPS Hub agency or from a Non-CAPPS agency, Prior State Service must be entered manually.
• Prior State Service can be entered by adding a row on the Prior State Service tab of the Employment Data screen.
• Agencies MUST validate Prior State Service before entering it.

Section 2, Lesson 1 Exercises

Exercises:

The following exercises provide step-by-step instructions on how to perform these tasks in CAPPS:

Changing Positions
Scenario 1: Transferring to a Different Agency
Scenario 2: Prior State Service Row Insertion

View exercise scenarios (opens a new web browser).

After completing the exercises, close the browser tab and return to the course.

Section 2, Lesson 2

Moves

• Moving within the same Agency

Moves

• An employee who is moving from one department or job to another within the same agency is NOT terminated and rehired. This is not a “transfer”, it is a “move”.

• This is generally handled as a Position Change on the Job Data page, or as a new row in the Position, which then automatically updates the Job Data.

• To make the change in Job Data, enter a new row with the appropriate effective date, select the new Position Number, and enter Compensation. All other information will default in from Position Management.
Section 2, Lesson 2 Exercise

Exercise:

The following exercise provides step-by-step instructions on how to perform this task in CAPPS:

Changing Positions

Scenario: Moving Within the Same Agency

View exercise scenarios (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 2, Lesson 3

Terminations

- Termination Types
- Importance of Effective-Dating
- Zeroing Out Leave Balances

Termination Types

An employee may be terminated for a number of reasons. Some of these include:

- Voluntary Termination
- Involuntary Termination
- Retirement
- Separation due to Death
- Transfer to a different State Agency

In CAPPS, the Action Code and the basic process are the same for all types. Each one has a different Reason Code, and may have other steps or Agency-Specific business practices.

Effective-Dating Terminations

The Effective Dates of a Termination are very important.

- The Effective date of the termination is equal to the Termination Date (the last day physically worked) plus one.
- Agency-specific business practices still apply.
If termination is due to transfer within CAPPS, the Effective Date of the termination must be the same date as the CAPPS Effective Date of hire at the new agency.

**Leave Balances**

Upon termination, it is the responsibility of the manager or T&L Super User to zero out leave balances and pay any required amounts.

Timing of the payout may depend on the type of separation and leave.

**Section 2, Lesson 3 Exercise**

**Exercise:**

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

**Terminations**

**Scenario:** Entering a Termination

[View exercise scenarios (opens a new web browser)].

After completing the exercise, close the browser tab and return to the course.

**Section 3 – Job Data Management**

**Objectives**

After completing this section you will be able to:

- Search for an employee by name or National ID
- Change a Name, Address, Phone Number, or other Personal Data
- View the BRP Indicator
- View Time Reporter Information
- Enter a promotion or reclassification
- Enter a merit increase or equity adjustment
- Make retro-active or future-dated changes
- Predict and mitigate the impact of changes on Time & Labor

**Section 3 - Lesson Outline**
1) Updating Personal Data - 40 min
2) Viewing and Maintaining Employment Information - 15 min
3) Position and Job Data Changes - 60 min
4) Changes that Affect Time & Labor - 15 min

**Updating Personal Data**

- Search for Employee by Name
- Search for Employee by National ID (SSN)
- Change Employee Name
- Change Address, Phone Number, etc.
- Information Release Indicator

**Section 3, Lesson 1 Exercises**

**Exercises:**

The following exercises provide step-by-step instructions on how to perform the following tasks in CAPPS:

**Modify a Person**

Scenario 1: Updating Personal Information
Scenario 2: Searching for an Employee by Name or National ID
Scenario 3: Changing an Employee’s Name and Marital Status
Scenario 4: Changing an Address or Phone Number
Scenario 5: Updating the Information Release Indicator

[View exercise scenarios (opens a new web browser)](#).

After completing the exercises, close the browser tab and return to the course.

**Section 3, Lesson 2**

**Viewing and Maintaining Employment Information**

- View the BRP Indicator and Time Reporter Data
- Viewing Total Compensation and Compensation History

**Viewing the BRP Indicator**

BRP Indicator settings can be viewed by scrolling to the bottom of the Job Data page and clicking the Employment Data link. The Employee BRP Indicator link is in the middle of the Employment
Information tab.
These fields are View-Only for agencies. Updates may be made in ESS during the appropriate time period, or by contacting CAPPS Central Support.

**Viewing Time Reporter Data**
The link to view Time Reporter Data is on the same screen as the BRP Indicator shown in the previous slide.
Clicking the link allows you to view Employee Setup Info for T&L. This information cannot be changed from here.

**Viewing Total Compensation**
The Total Compensation will change based on the date selected. As an example, a different longevity amount may be calculated based on what the employee is eligible for based on the effective date selected.

**Viewing Compensation History**
The Salary History box shows Date of Change, Job Title, Company, Empl Status, Department, Action, Reason, Annual Salary and Compensation per Frequency.

**Section 3, Lesson 2 Exercises**
**Exercise:**
The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

**Viewing and Maintaining Employee Information**

**Scenario 1:** Viewing the BRP Indicator and Time Reporter Information  
**Scenario 2:** Viewing Total Compensation  
**Scenario 3:** Viewing Compensation History

[View exercise scenarios (opens a new web browser)].

After completing the exercises, close the browser tab and return to the course.
Section 3, Lesson 3

Position and Job Data Changes

- Promotions
- Demotions
- Reclassifications
- Temporary Assignments
- Leave of Absence
- Merit Increases
- Equity Adjustments
- Effective-dated Rows with a Past or Future Dates

Position Data changes can be divided into two types:

- Changes that automatically write to Job Data, and changes that require Manual update in both Position and Job Data.

- Changes that automatically flow through might include changes to Reports-To, Department, or Location.

- Changes requiring manual intervention might include Promotions, Demotions, or reclassifications. These types of changes do not automatically update Job Data. When these changes are made, Position Management should coordinate with HR, and an HR Super User with the Position Override role should enter the changes in Job Data. The Effective Date of the row entered by HR must match the effective date of the row entered by Position Management.

- When a change to Position Data needs to be entered by HR before the Payroll HR Due Date, HR should update the Job Data by inserting a new Effective Dated row. Then HR should notify Position Management, unless the notification is happening automatically. Position Management will then update the Position Data, and contact HR to re-sync the Job and Position Data.

Effective-Dated Changes

It is crucial to understand the impact of effective-dated changes. When inserting retroactive actions, you may also need to update subsequent rows.

Example: A retroactive Merit Increase may affect the salary of any subsequent rows.

Warning: Back-dating an employee’s termination could result in an overpayment in their paycheck, which must then be recovered.
Special Notes

• CAPPS edits allow for a retroactive transaction when the date is in the current calendar month or one calendar month in the past.
• If the retroactive change is valid past that timeframe, then a Letter of Authorization for Data Change must be submitted.

Section 3, Lesson 3 Exercises

Exercises:

The following exercises provide step-by-step instructions on how to perform the following tasks in CAPPS:

Position and Job Data Changes

Scenario 1: Promoting an Employee
Scenario 2: Demoting an Employee
Scenario 3: Temporary Assignments
Scenario 4: Leave of Absence
Scenario 5: Reclassification
Scenario 6: Syncing Job and Position Data
Scenario 7: Merit Increases and Equity Adjustments

View exercise scenarios (opens a new web browser).

After completing the exercises, close the browser tab and return to the course.

Section 3, Lesson 4

Changes that Affect Time & Labor

• Predict and mitigate the effect of Job Data changes on Time & Labor

Changes that Affect Time & Labor

Be aware that Job Data changes made in HR may have an effect on the Time & Labor module as well.

Examples:

• An employee who has a Job Code change may change eligibility for Shift Differential and other special pays.
• A FLSA Non-Exempt employee who switches to FLSA Exempt status will bank Comp time at Hours x 1.0 rather than FLSA OT at Hours x 1.5.

Section 4 - Labor Relations

Section 4 - Objectives

After completing this section you will be able to:

• Record a Disciplinary Action
• Record a Grievance

Note: These functions may not be used by all Agencies.

Section 4 - Lesson Outline

1) Disciplinary Actions - 15 min
2) Grievances - 15 min

Lesson 1 - Disciplinary Actions

• Learn how to record a Disciplinary Action

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Scenario: Recording Disciplinary Actions

View exercise scenarios (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Lesson 2 - Grievances

• Learn how to record a Grievance
Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Scenario: Recording a Grievance

View exercise scenarios (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.

Section 5 – HR Queries & Reports

Section 5 - Objectives

After completing this section you will be able to:

- View HR Queries
- Create Run Controls
- Use Run Controls to run a report

Section 5 - Lesson Outline

1) Running a Query - 15 min
2) Creating and Using Run Controls to Run a Report - 15 min

Lesson 1 – Running a Query

- Learn what a Query is and how to run one.

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

Scenario: Running a Query

View exercise scenario (opens a new web browser).

After completing the exercise, close the browser tab and return to the course.
Lesson 2 - Creating and Using Run Controls to Run a Report

- Learn what a Run Control is and how to use one to run a report.

Exercise:

The following exercise provides step-by-step instructions on how to perform the following task in CAPPS:

**Scenario:** Running an HR Report

[View exercise scenario (opens a new web browser)].

After completing the exercise, close the browser tab and return to the course.

Section 6 – Cross-Module References

Section 6 - Objectives

After completing this section you will be able to:

Understand how Human Resource affects and is affected by other CAPPS modules, such as:

- Position Management
- Payroll
- Employee Self Service
- Manager Self Service
- Base Benefits
- Time & Labor

Section 6 - Lesson Outline

1) Job Class Codes - 5 min
2) Notifications - 5 min

Section 6, Lesson 1

Job Class Codes

- Functional Job Class Codes
- Classification Plan
• Salary Schedules

Functional Job Class Codes

Job codes establish profiles, default compensation and applicable extended attributes for each job in CAPPS.

• The approved job codes for the State of Texas are specified by the state auditor and are maintained in CAPPS under the SETID of TEXAS. State Job Code values are 4 digits (ex: 0004 = Receptionist). This set of Job Codes is listed in the Classification Plan, along with Salary Schedules for each Job Code.

• Each agency maintains specific functional job codes under its agency SETID. Functional Job Codes can be up to six-digits long, and are made up of the four-digit State Job Code followed by an agency-specific suffix if needed. (ex: 0004AA = Receptionist at Agency)

• If an agency has Unclassified and Exempt Job Codes, they are not defined by the State Auditor’s Office or the position classification plan. Instead, they will be added in CAPPS under the SETID of TEXAS, and then the agency would add the exact same code to their Functional Job Code with the applicable details (e.g. BD25).

Section 6, Lesson 2

Notifications

• New Hire Bonus Notification
• Time & Labor Separation Change Notification
• Payroll Separation Change Notification
• ESS Employee Intent to Separate Notification

When certain HR-related activities take place in various CAPPS modules, the system will automatically generate a notification that will be sent to the person in the appropriate role.

Some of these activities include:

• Time & Labor Separation Change
• Payroll Separation Change
• Employee’s Intent to Separate
• New Hire Bonus Termination

Some of these notices are for information only. Others, such as the New Hire Bonus Termination Notification, require action to be taken by the receiver.
Closing

Summary & Conclusion

Congratulations, you have completed this course. You learned the following regarding CAPPS Human Resource Management.

- How to hire New Hires, Rehires, Contingent Workers, and Return-to-Work Retirees.
- How to transfer to a different Agency, move within the same Agency, and process different types of terminations.
- How to change a name or address and how to promote, demote, reclassify, change salary and assignment, and understand the impact of Effective Dated changes.
- How to record a Disciplinary Action or a Grievance.
- How to run a Query and how to create and use a run control to run a report.
- How different modules interact and what notifications are sent when certain actions are performed.

Conclusion

Congratulations, you have completed this course.