

# CAPPS HR/PAYROLL

## End-User Training (EUT)

*Agency Human Resource Management*

Course Number: 130

**Course Name:** Agency Human Resource Management

This course does NOT contain audio.



Centralized Accounting and Payroll/Personnel System

*Agency Position Management Super User*

# Hello,

Welcome to the CAPPS  
HR/Payroll training.

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



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





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



## *Pointers and tips to remember while taking this course:*



This course will take approximately 2 days. 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.



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



## ***After completing this course you will be able to:***

- Hire New Hires, Rehires, Contingent Workers, and Return-to-Work Retirees.
- 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*

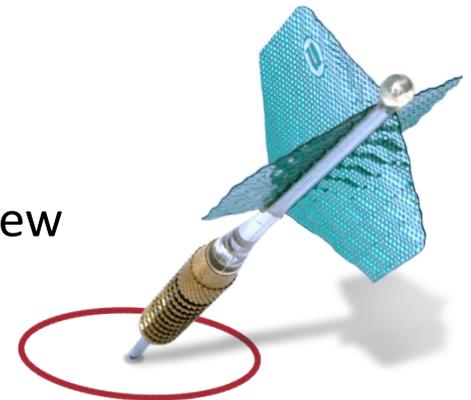


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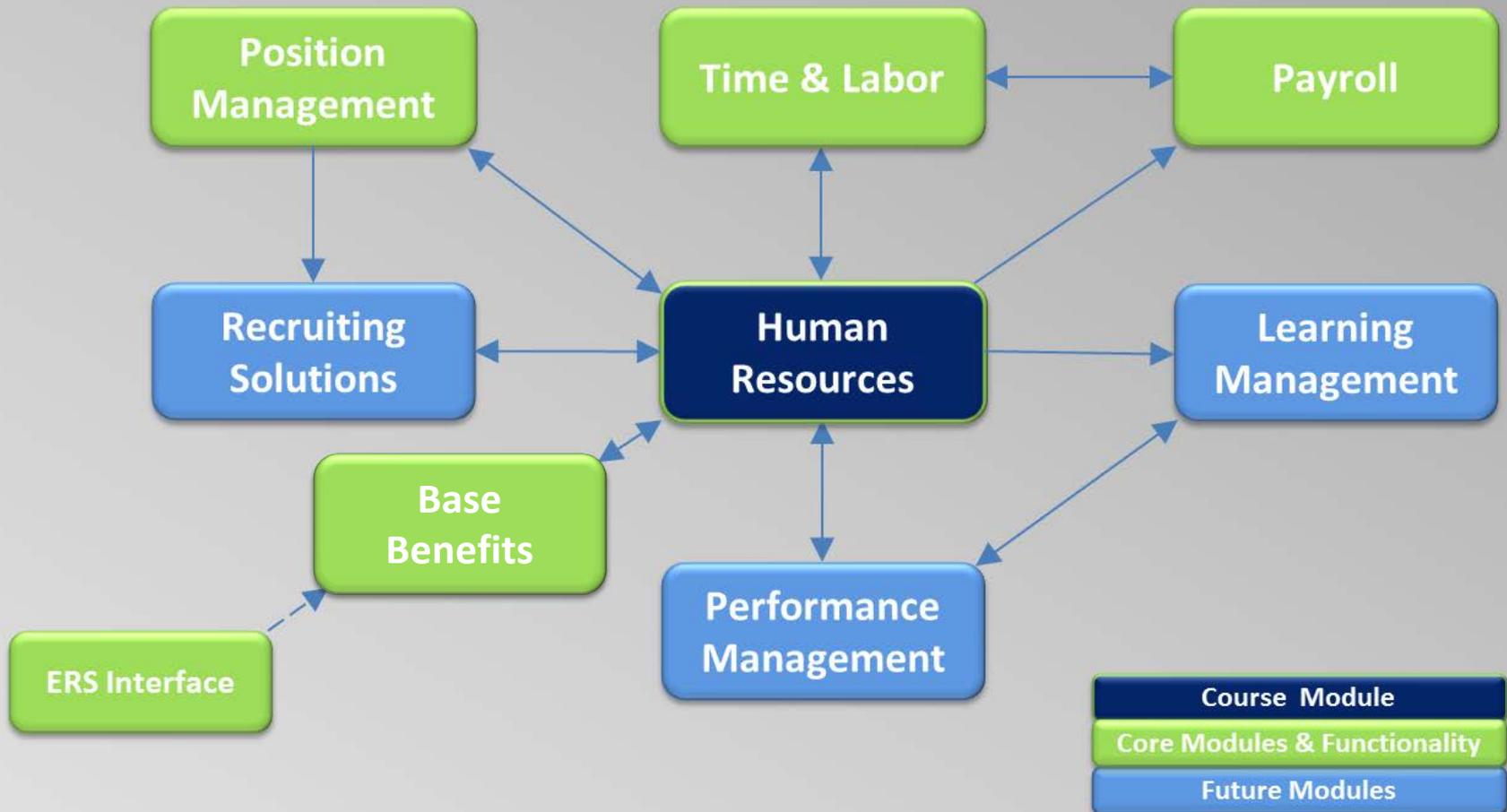
Centralized Accounting and Payroll/Personnel System

### ***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.



## CAPPS HR/Payroll Modules Integration



## Section 1 - Terms & Definitions



Centralized Accounting and Payroll/Personnel System

*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



Centralized Accounting and Payroll/Personnel System

1	Key Process Definitions	20 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

## 1 Key Process Concepts

20 min

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

## 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

# Section 1, Lesson 1



Centralized Accounting and Payroll/Personnel System

## 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 dropdown box in Job Data.

The screenshot shows the Oracle HRMS 'Job Data' form for 'Test Employee R'. The breadcrumb trail is 'Main Menu > Workforce Administration > Job Information > Job Data'. The Oracle logo is at the top left. Below the breadcrumb trail are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The form displays employee information: 'Test Employee R', 'Empl ID 0000000065', and 'Empl Record 0'. The 'Work Location' section is active, showing a table with one row. Two red arrows point to the 'Action' and 'Reason Code' dropdowns in this row. The 'Action' dropdown is set to 'Data Change' and the 'Reason Code' dropdown is set to 'F15 FY15 Conversion'. Other fields include 'Effective Date' (09/01/2014), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Job Indicator' (Primary Job), 'Position Number' (00005280), 'Position Entry Date' (02/04/2013), 'Regulatory Region' (USA), 'Company' (T32), 'Business Unit' (32200), 'Department' (2000), 'Location' (5000), and 'Establishment ID' (032). The 'Date Created' is 10/27/2014.

Work Location	
*Effective Date:	09/01/2014
Effective Sequence:	0
HR Status:	Active
Payroll Status:	Active
Action:	Data Change
Reason Code:	F15 FY15 Conversion
*Job Indicator:	Primary Job
Position Number:	00005280
Position Entry Date:	02/04/2013
Regulatory Region:	USA
Company:	T32
Business Unit:	32200
Department:	2000
Location:	5000
Establishment ID:	032

### ***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 Concept D: Departmental Security Trees

The multi-level structure of the Departmental Security Tree prevents one agency from seeing another agency's data.

### Level 1: Agency (SetID)

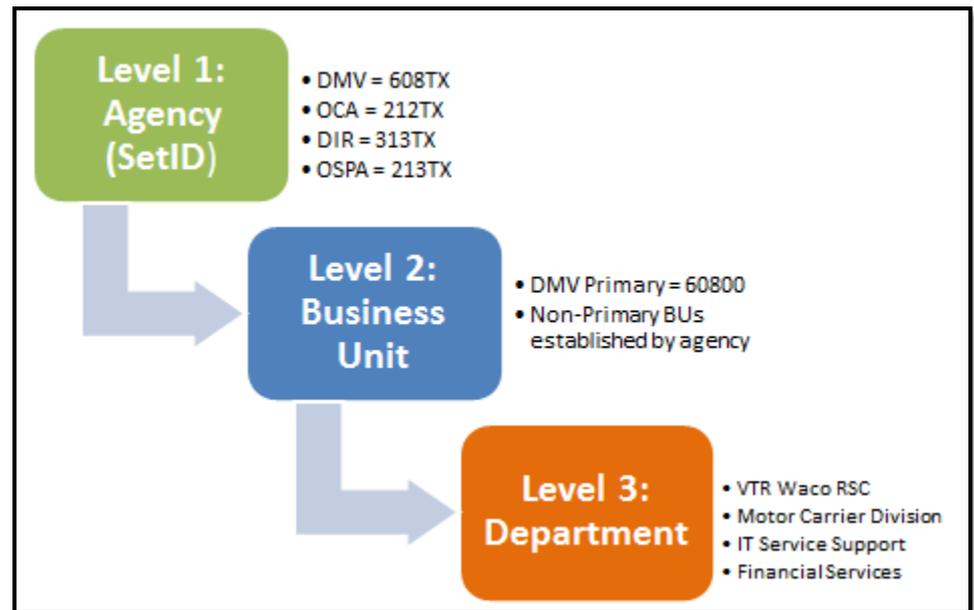
#### Examples:

DMV = 608TX

OCA = 212TX

DIR = 313TX

OSPA = 213TX

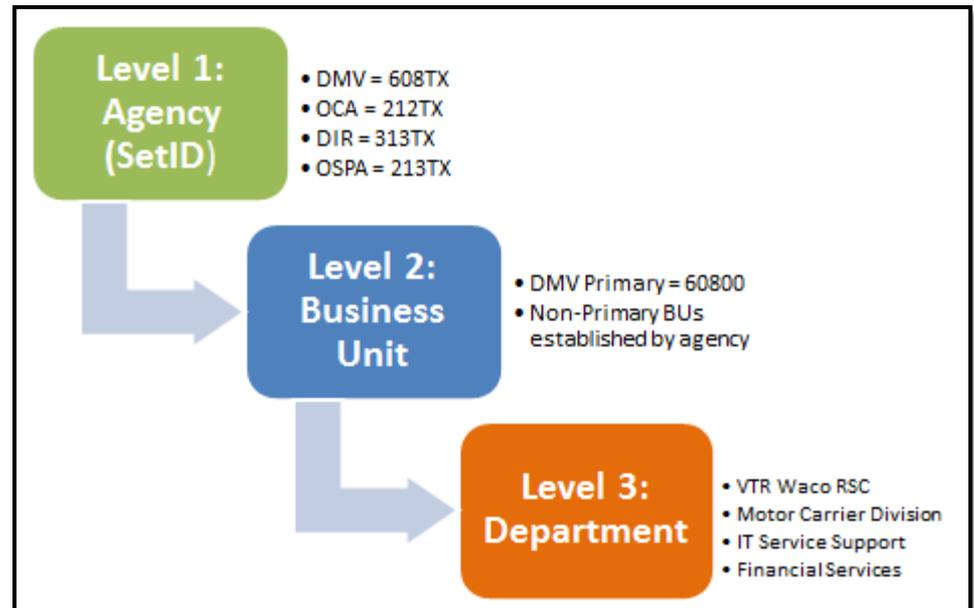


## Key Concept D: Departmental Security Trees Continued

### Level 2: Business Unit

#### Examples:

- DMV Primary = 60800
- Non-Primary BUs established by agency

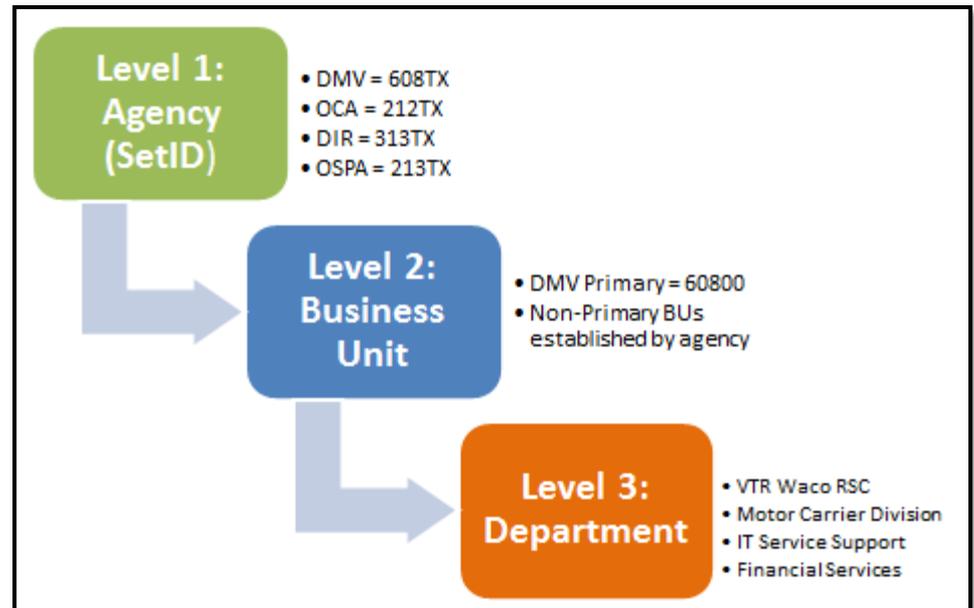


## Key Concept D: Departmental Security Trees Continued

### Level 3: Department

#### Examples:

- VTR Waco RSC
- Motor Carrier Division
- IT Service Support
- Financial Services



### ***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)
- TINS Number (or 7-Number)
- Type of Hire (010, 012)

1	Key Process Definitions	20 min
2	Creating a New Employee and Assigning a Position	40 min
	<ul style="list-style-type: none"><li>▪ Use the CAPPS Custom Hire screen to enter a new hire</li><li>▪ Identify and Complete Required Fields</li><li>▪ Add an Organizational Relationship</li><li>▪ Generate an Employee ID</li><li>▪ Assign a Position and enter Compensation for the New Hire</li></ul>	
3	Creating a Contingent Worker and Assigning a Position	20 min
4	Re-Hiring a Former Employee or Return-to-Work Retiree	20 min

## 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.

New Hire Process Comparison Chart: Employee vs. Contingent		
Step		
<b>Navigation</b>	Workforce Administration > Job Information > CAPPS Custom Hire	Workforce Administration > Job Information > CAPPS Non-Employee Add
<b>Enter ID</b>	<ul style="list-style-type: none"> <li>▪ Enter Nation ID (SSN)</li> <li>▪ System generates Empl ID</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agency Security Coordinator obtains TINS number (7-number)</li> <li>▪ Enter TINS number as Empl ID</li> </ul>
<b>Organizational Relationship</b>	“Employee” checkbox is Auto-selected	“Contingent” checkbox is Auto-selected
<b>Action/Reason Codes</b>	Action: Hire is Auto-selected Select a Reason: <ul style="list-style-type: none"> <li>▪ 010 – New Hire or Rehire</li> <li>▪ 012 – Interagency Transfer In</li> <li>▪ LEG – Legislative Transfer</li> </ul>	Action: Add Contingent Worker Reason: NON (Both are Auto-selected)
<b>Available Tabs</b>	<ul style="list-style-type: none"> <li>▪ Work Location</li> <li>▪ Job Information</li> <li>▪ Job Labor</li> <li>▪ Payroll</li> <li>▪ Salary Plan</li> <li>▪ Compensation</li> </ul>	ONLY <ul style="list-style-type: none"> <li>▪ Work Location</li> <li>▪ Job Information</li> </ul>
<b>Enter Compensation</b>	Enter compensation within Plan/Grade range	No compensation entered

### ***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 by 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



Centralized Accounting and Payroll/Personnel System

### **Exercise**

The following exercise provides step-by-step instructions on how to perform the 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.



1	Key Process Definitions	20 min
2	Creating a New Employee and Assigning a Position	40 min
3	Creating a Contingent Worker and Assigning a Position	20 min
	<ul style="list-style-type: none"><li>▪ Use the CAPPS Non-Employee Add screen to enter a new Contingent Worker</li><li>▪ Identify and Complete Required Fields</li><li>▪ Select an Organizational Relationship</li><li>▪ Assign a Position to the Contingent Worker</li></ul>	
4	Re-Hiring a Former Employee or Return-to-Work Retiree	20 min

### ***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.



### ***Contingent Worker Positions***

- 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



Centralized Accounting and Payroll/Personnel System

## ***Exercise***

The following exercise provides step-by-step instructions on how to perform the 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



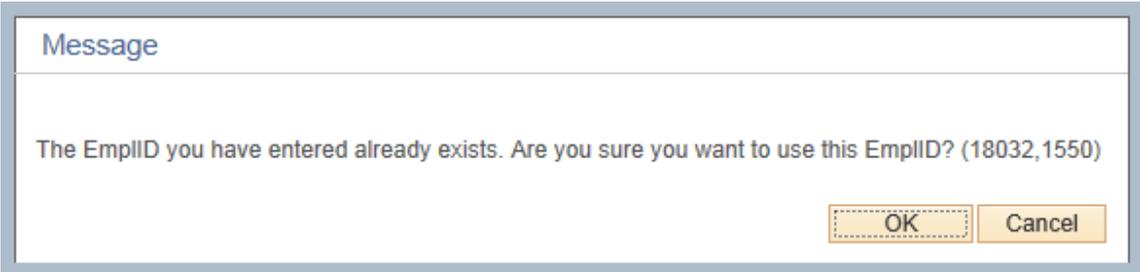
Centralized Accounting and Payroll/Personnel System

1	Key Process Definitions	20 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

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

### Re-Hires

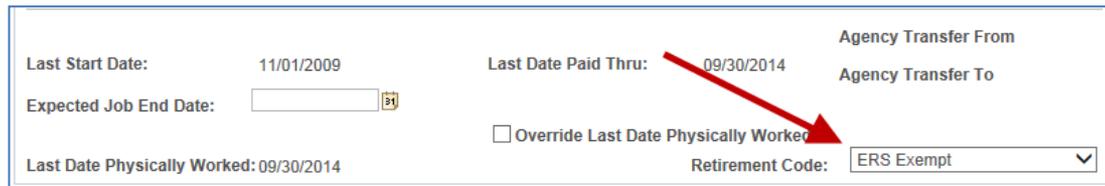
- Some data, regarding employees who were previously employed in one or more of the legacy systems, is maintained by Web Services.
- When a National ID is entered in CAPPS Custom Hire, Web Services checks to see if it recognizes that number, and sends you a message to verify that the correct Empl ID is being used.

A screenshot of a software message dialog box. The title bar reads "Message". The main text area contains the message: "The EmplID you have entered already exists. Are you sure you want to use this EmplID? (18032,1550)". At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".
- 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

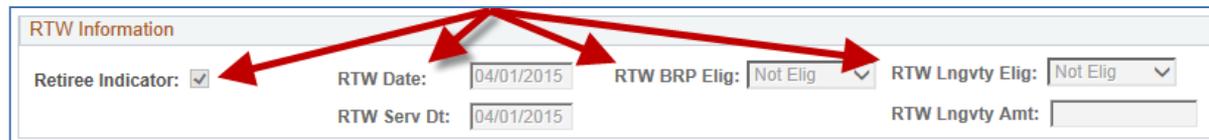
- A Return-to-Work Retiree is processed in CAPPS as a New Hire/Rehire. Additional Data is captured for the RTW Retiree.
- If an employee retired, Web Services updates the appropriate fields in the Job Data screens when that employee is rehired.

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



A screenshot of the Job Data screen. The Retirement Code dropdown menu is highlighted with a red arrow and contains the text "ERS Exempt". Other fields include Last Start Date: 11/01/2009, Last Date Paid Thru: 09/30/2014, Expected Job End Date: [empty], Last Date Physically Worked: 09/30/2014, and an unchecked checkbox for "Override Last Date Physically Worked".

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



A screenshot of the RTW Information Grid. Red arrows point to the Retiree Indicator (checked), RTW Date (04/01/2015), RTW BRP Elig (Not Elig), and RTW Lngvty Elig (Not Elig) fields. Other fields include RTW Serv Dt (04/01/2015) and RTW Lngvty Amt (empty).

## Section 1, Lesson 4 Exercise

### **Exercise**

The following exercise provides step-by-step instructions on how to perform the 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.

### 5 Completing the New Hire Profile

20 min

- 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 Processes***

- The **90-day Wait Period for ERS Retirement** is handled by an automated process. New Hires or Rehires who have a balance in ERS retirement are not subject to 90-day wait -- the automated process allows for this factor. (This is an example of how Web Services is being used.)
- The **Six-months Continuous Service** requirement for using annual leave is also tracked by an automated process. This field can be viewed at Job Data > Employment Data > Employment Information tab.



# Section 1, Lesson 5 Exercises



Centralized Accounting and Payroll/Personnel System

## Exercises

The following 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 scenarios](#)

(opens a new web browser).

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

# Section 2

## *Transfers, Moves, and Terminations*



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Centralized Accounting and Payroll/Personnel System

### ***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



Centralized Accounting and Payroll/Personnel System

**1** Transfers

30 min

**2** Moves

20 min

**3** Terminations

20 min

## 1 Transfers

30 min

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

## 2 Moves

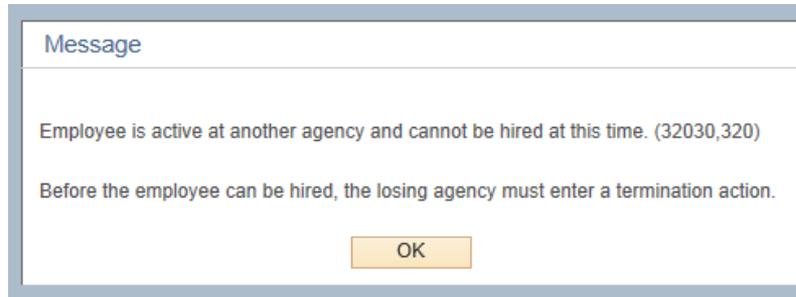
20 min

## 3 Terminations

20 min

### ***Transfers***

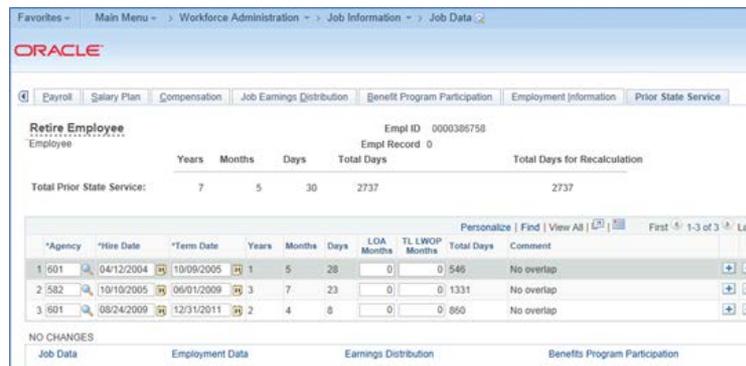
- An employee who is transferring from one agency to another is terminated by the “losing” agency, and then rehired in the “hiring” agency on the same date.
- Within CAPPs, the employee cannot be rehired in the second agency until after they are terminated in the first.



- Agencies should coordinate to ensure that the employee is terminated at the losing agency before being hired at the hiring 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.

The screenshot shows the Oracle HR system interface for the 'Retire Employee' screen. The breadcrumb trail is 'Favorites -> Main Menu -> Workforce Administration -> Job Information -> Job Data'. The Oracle logo is at the top left. Below the breadcrumb trail are tabs for 'Payroll', 'Salary Plan', 'Compensation', 'Job Earnings Distribution', 'Benefit Program Participation', 'Employment Information', and 'Prior State Service'. The 'Retire Employee' section shows 'Employee' and 'Empl ID 0000386758'. Below this is a table with columns: 'Years', 'Months', 'Days', 'Total Days', and 'Total Days for Recalculation'. The 'Total Prior State Service' row shows values: 7, 5, 30, 2737, and 2737. Below this is a table with columns: '\*Agency', '\*Hire Date', '\*Term Date', 'Years', 'Months', 'Days', 'LOA Months', 'TLLWOP Months', 'Total Days', and 'Comment'. The table contains three rows of data:

*Agency	*Hire Date	*Term Date	Years	Months	Days	LOA Months	TLLWOP Months	Total Days	Comment
1 601	04/12/2004	10/09/2005	1	5	28	0	0	546	No overlap
2 582	10/10/2005	06/01/2009	3	7	23	0	0	1331	No overlap
3 601	08/24/2009	12/31/2011	2	4	8	0	0	860	No overlap

- 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



Centralized Accounting and Payroll/Personnel System

### *Exercises*

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

#### **Transfers**

*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



Centralized Accounting and Payroll/Personnel System

1 Transfers

30 min

2 Moves

20 min

- Moving within the Same Agency

3 Terminations

20 min

### ***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 the following task in CAPPs:

#### **Moves**

*Scenario:* Moving within the Same Agency

[View exercise scenario](#)

(opens a new web browser).

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



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

- 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



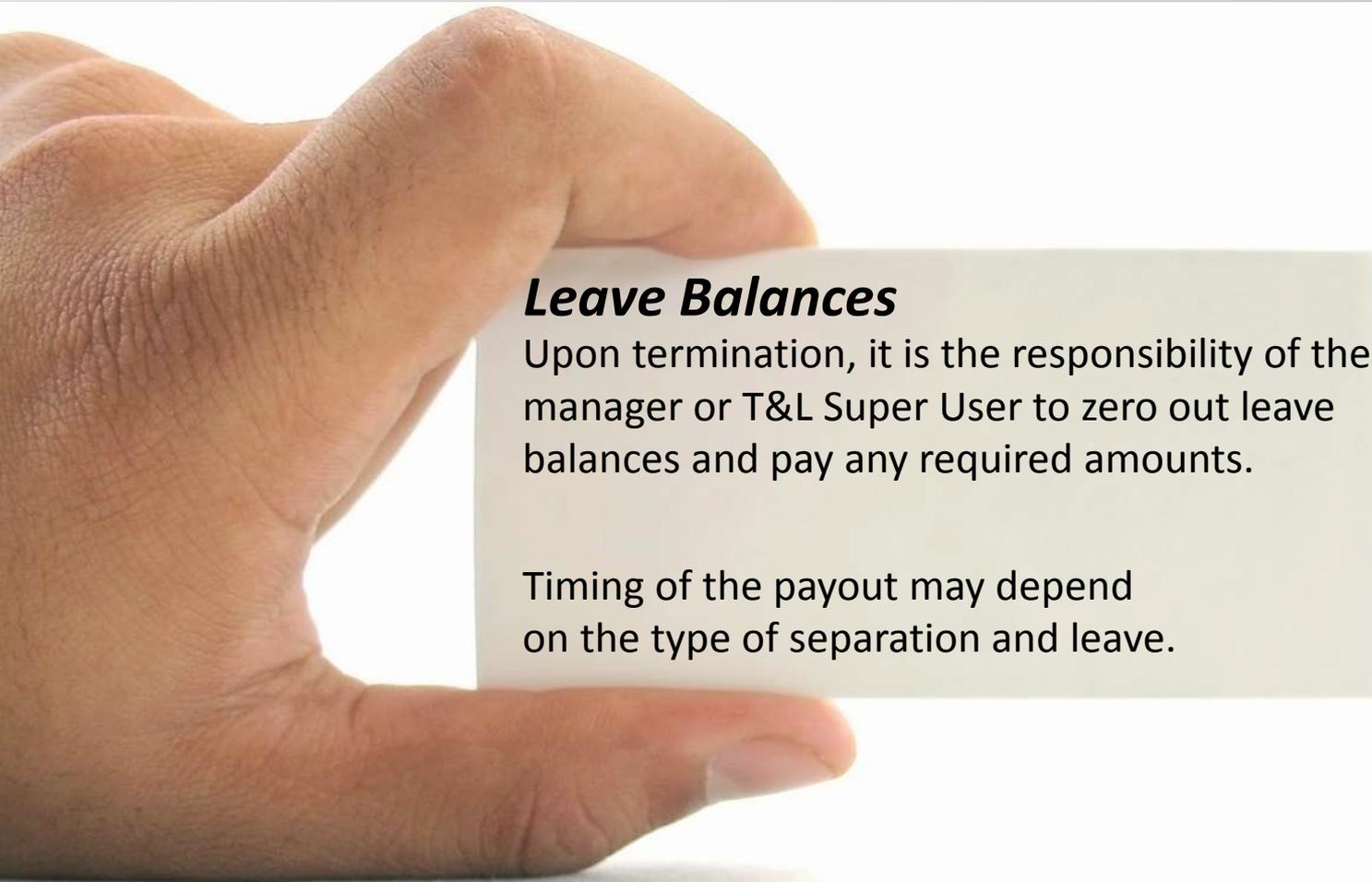
In CAPPs, the Action Code and the basic process are the same for all types. Each one has a different Reason Code, and may have other steps or Agency-Specific business practices.

### ***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.



A close-up photograph of a person's hand holding a light-colored rectangular card. The hand is positioned on the left side of the frame, with the thumb and index finger gripping the edges of the card. The card is held in a way that it is slightly angled towards the viewer.

### ***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



Centralized Accounting and Payroll/Personnel System

### *Exercise*

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



### **Terminations**

*Scenario:* Entering a Termination

[View exercise scenario](#)

(opens a new web browser).

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

# Section 3

## *Job Data Management*



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### ***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



Centralized Accounting and Payroll/Personnel System

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

## 1 Updating Personal Data

40 min

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

## 2 Viewing and Maintaining Employment Information

15 min

## 3 Position and Job Data Changes

60 min

## 4 Changes that Affect Time & Labor

15 min

## Section 3, Lesson 1 Exercises



Centralized Accounting and Payroll/Personnel System

### *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.



**1** Updating Personal Data

40 min

**2** Viewing and Maintaining Employment Information

15 min

- View the BRP Indicator and Time Reporter Data

**3** Position and Job Data Changes

60 min

**4** Changes that Affect Time & Labor

15 min

# Section 3, Lesson 2



Centralized Accounting and Payroll/Personnel System

## 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.

The image shows two screenshots from the Oracle HR system. The left screenshot displays the 'Job Data' page for 'Test Staffer' (Empl ID: 0000000065). A red arrow points to the 'Employment Data' link at the bottom of the page. The right screenshot shows the 'Employee BRP Indicator' pop-up window for the same employee. It displays the following information:

- Empl ID: 0000000065 Staffer, Test
- Scroll Area: Find | View All First 1 of 1 Last
- \*Effective Date: 02/04/2013
- User ID: [ ]
- \*BRP Indicator: W-Not Elig
- Buttons: OK, Cancel, Refresh

The bottom screenshot shows the 'Employment Information' tab with a red arrow pointing to the 'Employee BRP Indicator' link in the 'Instance Record' section.

These fields are View-Only for agencies. Updates may be made in ESS during the appropriate time period, or by contacting CAPPs Central Support.

# Section 3, Lesson 2 Continued



Centralized Accounting and Payroll/Personnel System

## 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.

The screenshot shows the Oracle HRMS Job Information screen for 'Test Staffer'. The 'Employment Information' tab is active, showing details like Effective Date (09/01/2014), HR Status (Active), and Position Number (00005280). The 'Organizational Assignment Data' tab is also visible, showing the Instance Record with a red arrow pointing to the 'Time Reporter Data' link. Other tabs include 'Prior State Service' and 'RTW Information'.

The screenshot shows the 'Time Reporter Data' window for 'Test Staffer' (Empl ID 0000000065). The window displays the following information:

- Effective Date: 02/04/2013
- Status: Active
- Time Reporter Type: Elapsed Time Reporter
- Time Period ID: 032NONHRSA (032-T32 Non-Exe Hrly Sat-Fri)
- Taskgroup: 032TASKGRP (032 - T32 Task Group)
- Task Profile ID: 032TSKPRF (032 - T32 Stand. Task Profile)
- TCD Group
- Restriction Profile ID
- Rule Element 1 through Rule Element 5
- Time Zone: CST (Central Time (US))

On the right side, there are sections for 'Payroll' (Send Time to Payroll) and 'Commitment Accounting' (For Taskgroup, For Department). At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons.

Clicking the link allows you to view Employee Setup Info for T&L. This information cannot be changed from here.

## Section 3, Lesson 2 Exercise



Centralized Accounting and Payroll/Personnel System

### *Exercise*

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



### **Viewing and Maintaining Employee Information**

*Scenario:* Viewing the BRP Indicator and Time Reporter Information

[View exercise scenario](#)

(opens a new web browser).

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

1	Updating Personal Data	40 min
2	Viewing and Maintaining Employment Information	15 min
3	Position and Job Data Changes	60 min

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

## ***Position and Job Data Changes***

Changes to Position and Job Data may need to be coordinated between Position Management and HR Super User (with Position Override role).

Common Types of Changes	Position Management	HR Super User
<p><b>Position Management Changes that Automatically write to Job Data:</b></p> <ul style="list-style-type: none"> <li>▪ Reports-To</li> <li>▪ Department</li> <li>▪ Location</li> </ul>	<ul style="list-style-type: none"> <li>▪ Update Position Information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Incumbent’s Job Data is automatically updated</li> </ul>
<p><b>Changes that Require Manual Updates to both Position and Job Data:</b></p> <ul style="list-style-type: none"> <li>▪ Promotion</li> <li>▪ Demotion</li> <li>▪ Reclassification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Update Position Information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Update Job Data manually</li> </ul>

## Position Override

If HR is required to change Position Data, for example to meet a payroll deadline, HR should coordinate with Position Management to make sure the Position Data stays in sync with Job Data.

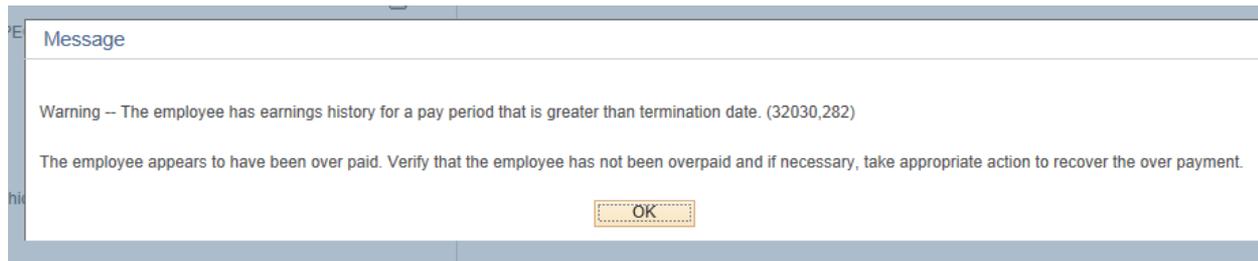
A system-generated notification will be sent to Position Management informing them that the change has been made in HR. Position Management also has a report to manage out-of-sync conditions.

Position Override	HR Super User	Position Management
<b>Pay Impacting Changes that need to be entered before Payroll HR Due Date</b>	<ul style="list-style-type: none"><li>▪ Update Job Data Information</li><li>▪ Notify Position Management</li><li>▪ When PM is finished, use Correction mode to Sync</li></ul>	<ul style="list-style-type: none"><li>▪ Update Position</li><li>▪ Contact HR to use Correction Mode to Sync Job and Position Data</li></ul>

## 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.

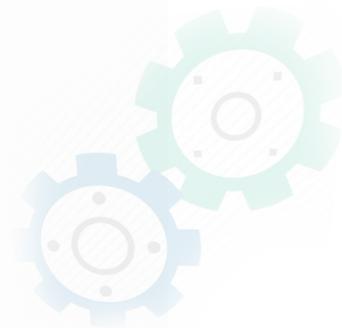
*Example:* A retroactive Merit Increase may affect the salary of any subsequent rows.



**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



Centralized Accounting and Payroll/Personnel System

### *Exercises*

The following exercises provide step-by-step instructions on how to perform these 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 Outline



Centralized Accounting and Payroll/Personnel System

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

- 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.



**Let's see what you've  
learned so far!**

**This section is almost complete.**





Next you will be presented with a series of questions covering important things to remember from this course.

**[View Knowledge Check](#)**  
*(opens a new web browser).*

***After completing the knowledge check,  
close the browser tab and return to the course.***

# Section 4

## *Labor Relations*



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Centralized Accounting and Payroll/Personnel System

***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



Centralized Accounting and Payroll/Personnel System

**1** Disciplinary Actions

15 min

**2** Grievances

15 min

## 1 Disciplinary Actions

15 min

- 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 scenario](#) (opens a new web browser).

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



## 2 Grievances

15 min

**1** Disciplinary Actions

15 min

**2** Grievances

15 min

- 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 scenario](#) (opens a new web browser).

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



# Section 5

## *HR Queries & Reports*



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***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



Centralized Accounting and Payroll/Personnel System

**1** Running a Query

15 min

**2** Creating and Using Run Controls to Run a Report

15 min

## 1 Running a Query

15 min

- 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.



## 2 Creating and Using Run Controls to Run a Report

15 min

**1** Creating a Run Control

15 min

**2** Creating and Using Run Controls to Run a Report

15 min

- 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*



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### ***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



Centralized Accounting and Payroll/Personnel System

**1** Job Class Codes

5 min

**2** Notifications

5 min

## 1 Job Class Codes

5 min

- Functional Job Class Codes
- Classification Plan
- Salary Schedules

## 2 Notifications

5 min

### ***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)

### ***Functional Job Class Codes Continued***

- 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).



1 Job Class Codes

5 min

2 Notifications

5 min

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

### ***Notifications***

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.



**I hope you enjoyed  
your training!**

**This course is almost complete.**

It's now time to review  
what you've learned  
in this course.





Next you will be presented with a series of questions covering important things to remember from this course.

**[View Knowledge Check](#)**  
*(opens a new web browser).*

***After completing the knowledge check,  
close the browser tab and return to the course.***

# Closing

## *Summary & Conclusion*



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Centralized Accounting and Payroll/Personnel System

## *Summary*

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.



**This completes the Human Resource Management 130.**

**Hope you enjoyed this course, see you next time!**