

CAPPS Fundamentals

CAPPS HR/PAYROLL End-User Training (EUT)

CAPPS Fundamentals

Course Number: 99

Welcome

Hello, welcome to the CAPPS HR/Payroll Fundamentals training course.

Greetings

My name is Lisa and I am here to guide you through your training experience.

Before we get started, let's go over some pointers and tips that will help you complete this course.

Course Preparations

Here are some pointers and tips to help you complete this course.

- This course will take about 1-2 hours. It can be completed in sections or all at one time.
- Go from one slide to the next using the Next and Back buttons at the bottom of the page.
- Close all other applications (including email and IM) while taking this course.

Getting Started

Now that you are ready to begin, let's review the Course Overview, Objectives, and Outline.

Course Overview

The Fundamentals course covers basic navigation, high-level system functionality, and new terminology used in CAPPS. It is intended for all CAPPS HR/Payroll users and is a pre-requisite for other module classes.

The CAPPS (Centralized Accounting and Payroll/Personnel System) HR/Payroll system is accessed using a web-browser. For security purposes, users are required to use their unique log-in ID.

It is important to note:

1. This course does not teach any specific business process. Pages are accessed to display functionality only.
2. Throughout this course confidential data has been removed and replaced with fictitious information.

Course Objectives

After completing this course, you will be able to:

- Sign-in to CAPPs
- Understand New Terms in CAPPs
- Move around or navigate through CAPPs pages
- Search for specific information
- View information contained within pages
- Add or update information in CAPPs

Course Outline

This course is made up of six (6) sections:

1. Introduction to CAPPs HR/Payroll
2. Navigation Overview
3. Using Keys and Search Pages
4. Working with Pages
5. Adding and Updating Data
6. Summary and Conclusion

Now that you are familiar with the structure of this course, let's move onto our first section.

Section 1 - Introduction

This section will help you get started with CAPPs HR/Payroll. You will learn:

- About CAPPs Project One
- How to sign-in to CAPPs
- How to Change Your Password

Your learning experience is presented as hands-on exercise simulations. Exercises were created using a specialized training development tool called the User Productivity Kit (UPK).

If you have never used this tool before, you can learn how by using this *Quick Reference Guide*.

Section 1-New Terminology

- **Company Code:** Company Code is a top-level designator. It is equivalent to Agency Number.
- **Business Unit:** Business Unit is a business level between company and departments that identifies divisions for reporting and operations. A Business Unit value may include the agency number appended with two additional characters (e.g., 30400).
- **Department:** A Department in CAPPs continues to identify an operational entity within an agency. Multiple departments can be organized by Business Unit.
- **Location Code:** Location Code defines a physical location of an agency.
- **National ID:** Your Social Security Number is known as National ID in CAPPs.

- Employee Self Service (ESS): Is where you will access your personal information and timesheet.
- Manager Self Service(MSS): Where managers will approve or deny employee timesheet, as well as, other activities.

Section 1-Exercises

Exercises

Introduction

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

- Lesson 1: Introduction to CAPPS HR/Payroll
- Lesson 2: Signing In to the System
- Lesson 3: Forgotten Password, Password Reset

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

After completing the exercises, close that window by clicking the 'X' in the upper right-hand corner to return to this course.

I hope you enjoyed learning about the new CAPPS HR/Payroll system and how to sign-in.

Next, you will learn how to move around or navigate once you are signed-in to CAPPS.

Let's move on to Section 2.

Section 2 – Navigation Overview

Understanding how to move around in CAPPS is essential for every user. After completing this section, you will be able to:

- Recognize universal navigation elements
- Use Personal Preference

Section 2 - Exercises

Exercises

Navigation

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

- Lesson 1: Universal Navigation Elements
- Lesson 2: Introduction to Search Page and Components
- Lesson 3 Using My Profile and Personal Preferences

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

After completing the exercises, close that window by clicking the 'X' in the upper right-hand corner to return to this course.

Now that you understand how to navigate in CAPPS, let's learn how to use the search feature to find specific information that you may need.

Let's move on to Section 3.

Section 3 – Using Keys and Search Pages

This section provides an overview of keys and search pages. You will use search pages to retrieve information from CAPPS that you need. After finishing this section, you will be able to:

- Describe how keys are used to perform a search
- Perform a Basic and Advanced search
- Use an operator to perform a search
- Use a wildcard to perform a search

Section 3 – Exercises

Exercises

Using Keys and Search Pages

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

- Lesson 1: Understanding Keys
- Lesson 2: Understanding Basic vs Advanced Search Pages
- Lesson 3: Using Operators and Wildcards

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

After completing the exercises, close that window by clicking the 'X' in the upper right-hand corner to return to this course.

I hope you enjoyed learning the various ways to search for information in CAPPS using keys and search pages.

Next you will learn how to work with pages when viewing information within CAPPS.

Let's move on to Section 4.

Section 4 – Working with Pages

CAPPS HR/Payroll allows you to view data on pages within the application. The system presents data in a variety of ways, including: online pages, grids, fields, and reports or queries.

After finishing this section, you will be able to:

- Describe page controls
- Use CAPPs HR/Payroll grids
- Use the Find feature

Section 4 - Exercises

Exercises

Working with Pages

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

- Lesson 1: Recognizing Page Controls
- Lesson 2: Using CAPPs Grids

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

After completing the exercises, close that window by clicking the 'X' in the upper right-hand corner to return to this course.

From the previous lesson you learned that pages have various elements, such as grids, fields, and text boxes, as well as, page controls.

Next, you will learn how information is added or updated within pages while using CAPPs.

Let's move on to Section 5.

Section 5 – Adding and Updating Data

CAPPs HR/Payroll manages your data and informational requirements using database tables. Sometimes, data will require periodic updates, while at other times, new data must be added to the system. Adding new data might involve creating a new high-level key for the database table(s) involved in storing the new data.

The ability to manipulate existing data within CAPPs is crucial to keeping accurate records. One technique in keeping data accurate over time is to use effective-dated tables in combination with page action rules.

After completing this section, you will be able to:

- Describe the relationship between page actions and effective-dated rows
- Identify the categories or types of effective-dated rows
- Add a new high-level key to a database
- Add data using the Update/Display page action

- Change data using the Include History page action
- Change historical data using the Correct History page action

Section 5 - Exercises

Exercise

Adding and Updating Data

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

- Lesson 1: Understanding Action Types
- Lesson 2: Categories of Effective-Dated Rows
- Lesson 3: Adding a New High-Level Key
- Lesson 4: Using Update/Display
- Lesson 5: Using Include History
- Lesson 6: Using Correct History

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

After completing the exercises, close that window by clicking the 'X' in the upper right-hand corner to return to this course.

Yes, you are almost done!

Don't forget - data integrity is critical in the CAPPS HR/Payroll system. You use effective-dated rows to keep a historical record of all changes that are made to a record over time.

(Past, Present, or Future)

Section 6 – Summary and Conclusion

Summary

Congratulations you have completed this course. Today you learned:

- How to sign-in to CAPPS
- How to move around (navigate)
- How to search for specific information
- How to view information in pages
- How to add or update information

Conclusion

This completes the course.