



CAPPS HR/PAYROLL
Agency Course Catalog
End-User Training (EUT)

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ALL AGENCY EMPLOYEE COURSES

PeopleSoft Fundamentals

Course ID: 99

Course Delivery: Online / Self-Study Training

Course Duration: 1 hour

Course Description:

Understanding how to access the system, how to navigate within the system, and how to find and enter information in the system is essential to all employees using CAPPS. This course teaches system navigation and functionality. Employees will learn basic concepts, terminology, and navigation techniques for CAPPS HR/Payroll applications using a browser-based interface to view or manipulate data.

Users will also learn how to use key fields, how to search for data, how to use wild-card characters in searching, and how to recognize page navigation elements in the system.

This course is intended for all CAPPS HR/Payroll users and is a prerequisite for all other core courses.

Prerequisites: None

Recommended Audience: All Agency Employees who use CAPPS Core HR/Payroll Functionality as part of their job

Employee Self-Service (ESS)

Course ID: 100

Course Delivery: Online Web-based Training

Course Duration: 3 ½ hours

Course Description:

Preparing employees to use the CAPPS HR/Payroll system is the key focus of this course. Employee Self Service enables employees to view and/or maintain information in three areas: 1) Personal, 2) Pay, and 3) Time Reporting.

- Personal Information – Users will learn how to view, edit, or request their personal information within the system, such as: request a name change; edit mailing address, phone number, emergency contact, and information release indicator.
- Pay Information – Users will learn how to view, update, or print compensation information, such as: compensation history, W-2 & W-4 information, voluntary and charitable deductions, and direct deposits.
- Time Reporting Information – Users will learn how to enter time worked and leave time taken on the CAPPS Timesheet, view leave balances, perform employee time certification, and view the Monthly Employee Time Report.

Prerequisites: Course 99 – PeopleSoft Fundamentals

Recommended Audience: All Agency Employees who use CAPPS Core HR/Payroll Functionality as part of their job

Combined Fundamentals with Employee Self Service (ESS)

Course ID: 101

Course Delivery: Online Web-based Training

Course Duration: 3 hours

Course Description:

This course demonstrates how to navigate within CAPPS and introduces new terminology and system features and functionality within the browser-based application. Users learn how to search for specific information and view and enter data.

The course also focuses on Employee Self Service (ESS) features within CAPPS. Students learn how to view and/or maintain information in three areas: 1) Personal (eProfile), 2) Pay (ePay), and 3) Time Reporting (ESS Timesheet).

1. eProfile – View, edit, or request personal information within CAPPS, such as: request a name change; edit a mailing address, phone number, emergency contact, and information release indicator.
2. ePay – View, update, or print compensation information, such as: compensation history, W-2 & W-4 information, voluntary and charitable deductions, and direct deposits.
3. ESS Timesheet – Enter time worked and leave time taken on the CAPPS Timesheet, view leave balances, and perform employee time certification, and view the Monthly Employee Time Report.

Important Note: Core CAPPS users who use the system to perform job functions in CAPPS should not take this course. Instead, core CAPPS users should take the **CAPPS HR/PY Fundamentals (99)** and the **CAPPS Employee Self Service (100)** courses.

Prerequisites: None

Recommended Audience: Agency Employees who **do not use** CAPPS core HR/Payroll functionality as part of their job.

ADDITIONAL COURSE SPECIFIC TO AGENCY SUPERVISORS AND MANAGERS

Manager Self Service (MSS)

Course ID: 110 Agency Determined (110 or 111)

Course Delivery: Online

Course Duration: 5 Hours

Course Description:

This course is specifically designed for supervisors and managers with direct reports. Manager Self Service (MSS) is a collaborative application which enables managers to view, maintain, and perform routine tasks necessary to manage only their direct reports. The course will begin with an overview of the functionality that is available to managers using MSS. The remaining portion of the course will include human resources and timekeeping management activities.

- Human Resources - How to view direct reports personal information, such as: Empl ID, Start Date, Position, Job Code, Company, Business Unit, Department, Location Code, Regular/Temporary, and Full/Part Time.
- Timekeeping Management - How to access, view, approve, or deny direct reports' timesheets, view their leave balance information, and how to enter time for employees on leave, including leave without pay (LWOP).
- Reporting – How to run reports available to managers, such as: Monthly Time Report (Employee Time and Leave) and TRCs by Date Report.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals
- Course 100 – Employee Self Service (*Optional*)

Recommended Audience:

- Agency Supervisors and Managers

Manager Self Service Lite (MSSL)

Course ID: 111 **Agency Determined (110 or 111)**

Course Delivery: Online

Course Duration: 2 ½ Hours

Course Description:

Manager Self Service Lite (MSSL) is a subset of Manager Self Service (MSS). It is intended for supervisors and managers within an agency that selected MSSL in lieu of MSS. This course is limited to the timekeeping management portion of the MSS course listed below:

- Timekeeping Management - How to access, view, approve, or deny direct reports' timesheets, view their leave balance information, and how to enter time for employees on leave, including leave without pay (LWOP).
- Reporting – How to run reports available to managers, such as: Monthly Time Report (Employee Time and Leave) and TRCs by Date Report.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals
- Course 100 – Employee Self Service (*Optional*)

Recommended Audience:

- Agency supervisors and managers

Agency Recruiting (REC)

Course ID: 115
Course Delivery: Classroom Instructor-Led Training
Course Duration: 3.5 Hours

Course Description:

The CAPPS HR/Payroll Recruiting course was specifically designed for recruiters and all agency staff involved in the recruiting process. The course begins with an overview of the recruitment process along with role definitions, key terms and navigation fundamentals. The remainder of the course focuses on the Recruitment Process Checklist. Participants will learn how to create, approve and post job requisitions in addition to screening and interviewing candidates. Finally, participants learn how to extend an offer and stage to hire the new candidate.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals
- Course 110 – MSS (Required for Managers/Supervisors with Direct Reports)

Recommended Audience:

- Agency Recruiters
- HR Specialists, HR Generalist, HR Analyst, Program Specialist, Budget Analyst

ADDITIONAL COURSES SPECIFIC TO AGENCY SUPER USERS

Agency Position Management (POS)

Course ID: 120

Course Delivery: Classroom Instructor-Led Training

Course Duration: 3 Hours

Course Description:

Position Management is used in CAPPS to track details on a particular job, known as a position. A position contains incumbent information, such as: the incumbent, their particular department, or location. Generally a position has a one-to-one relationship with an employee. When using Position Management, an agency can track related information in addition to incumbent information, such as salary or standard hours, regardless of whether an employee holds the position. In this course, CAPPS' users will learn how to create, maintain and track position data, as well as, how to view incumbent information and history.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals

Recommended Audience:

- Agency Position Control Super Users

Agency Human Resources Management (HR)

Course ID: 130
Course Delivery: Classroom Instructor-Led Training
Course Duration: 2 Days

Course Description:

Agency Human Resources Management is the process by which employee information is entered and maintained in the CAPPS HR/Payroll system, including: New Hires, Personnel Actions, Grievances and Disciplinary Actions, Compensation, and Terminations. In this course, Agency Super Users will learn how to enter, update and maintain employee records throughout the full Hire-to-Retire cycle.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals

Recommended Audience:

- Agency HR Super Users

Agency Benefits Administration (BA)

Course ID: 140
Course Delivery: Classroom Instructor-Led Training
Course Duration: 3 ½ Hours

Course Description:

The content within this course focuses on how to process information within the CAPPS HR/Payroll system in two distinct areas: 1) Employee Benefits, and 2) Family Medical Leave Act (FMLA).

- Employee Benefits – Employee benefit records are maintained and administered in a separate system (ERS). However, Agency Benefit Coordinators will use the CAPPS HR/Payroll system to view employees' benefits, and will run various reports related to benefits.
- FMLA - FMLA Administrators will learn how to create, approve, update, view, and close an FMLA leave activity for employees, as well as, how to view related FMLA reports.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals

Recommended Audience:

- Agency Benefits Super Users
- FMLA Administrators

Agency Time and Labor (TL)

Course ID: 150
Course Delivery: Classroom Instructor-Led Training
Course Duration: 2 Days

Course Description:

CAPPS HR/Payroll system in an integrated system where the Payroll module and the Time & Labor module are intricately connected. Therefore, how an employee fills out their timesheet in the CAPPS HR/Payroll system is directly tied to how they will be compensated through Payroll. Super Users have a unique role in ensuring the information between the two modules is processed correctly.

In this course Super Users will learn the various tasks associated with their role, such as:

- How to enter and adjust time on an employee's timesheet
- How to identify and correct time reporting errors (exceptions)
- How to run ad hoc time administration process in order to remove exceptions
- How to assist managers in reassigning employee schedules
- How to run reports and queries related to Time Management

Prerequisites:

- Course 99 – PeopleSoft Fundamentals
- Course 100 – Employee Self Service (ESS)
- Either Course 110 Manager Self Service (MSS), or Course 111 Manager Self Service Lite (MSSL)

Recommended Audience:

- Agency Time Administration Super Users

Agency Payroll (PY)

Course ID: 160
Course Delivery: Classroom Instructor-Led Training
Course Duration: 3 Days

Course Description:

The content within this course focuses on how to process information within the CAPPS HR/Payroll system in four areas: 1) Payroll Overview, 2) Setup and Maintain Employee Payroll Data, 3) Payroll Transaction and Payment Processing Lifecycle, and 4) Reporting.

- 1) Payroll Overview – Course Objectives, Key Terms, Role Definitions, and the Payroll Payment Processing Cycle
- 2) Setup and Maintain Employee Pay Data – Users will learn how to enter voluntary deductions, garnishments, direct deposit and tax information on behalf of an employee.
- 3) Payroll Transaction and Payment Processing – Users will learn the entire payroll processing lifecycle for on-cycle payrolls, such as: loading Time and Labor; Paysheet Manager, CPE load, payroll calculations and confirmations, actuals distribution; and SPRS payroll Outbound/Inbound processing. In addition, off-cycle payrolls will also be covered, as well as, reversals/cancellations, and return of monies.
- 4) Reporting – Users will learn how to run reports and queries related to pay period, quarterly, and year-end payroll reports; create pay calendars and pay run IDs; make adjustments to payroll, balance and close pay periods; reconcile payroll reports; and W-2 processing.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals
- Course 100 – Employee Self Service (ESS)

Recommended Audience:

- Agency Payroll Super Users

Agency Commitment Accounting (CA)

Course ID: 170
Course Delivery: Online
Course Duration: 3 Hours

Course Description:

The CAPPS HR/Payroll Commitment Accounting business process enables agencies to budget for payroll expenses and track actual payroll costs by accounting codes. Accounting codes can be tied to an employee's position and/or entered on the employee Timesheet in the Labor Account Code (LAC) field.

User will learn the Account Code structure and how they are being used in the CAPPS HR/Payroll system.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals
- Course 120 – Position Management

Recommended Audience:

- Agency Position Management Super Users

Agency Learn for Administrators (LA)

Course ID: 180
Course Delivery: Classroom Instructor-Led Training
Course Duration: 1 Day
Course Description:

Specifically designed for the Super Users within the CAPPS Learn module, this course focuses on activities related to administering, monitoring and report activities related to the learning management system.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals

Recommended Audience:

- Agency Learning Management System Super Users

Agency Performance Management for Administrators (PMA)

Course ID: 190
Course Delivery: Classroom Instructor-Led Training
Course Duration: 2 Days

Course Description:

The CAPPS HR/Payroll Performance Management for Administrators course focuses on three key areas:

1. Administration – This section includes information on how to create and manage performance documents, manage goals and the goal library.
2. Monitoring Activities – Administrators monitor missing performance documents and late tasks.
3. Performing Setup Maintenance Activities – Activities include managing review periods, questionnaires, and profiles in addition to other important maintenance functions.

Prerequisites:

- Course 99 – PeopleSoft Fundamentals

Recommended Audience:

- Agency Performance Management Administrator Super Users