



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

## 2025 HR/Payroll Fiscal Year-End Close Checklist

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# 2025 HR/Payroll Fiscal Year-End Close Checklist

## Prior to Fiscal Year-End Close

Task	Responsible Party	Description	Due Date
Open fiscal year-end service requests for existing CAPPS Central agencies.	CAPPS Production Support	CAPPS production support opens service requests for each agency and attaches the CAPPS <b>Fiscal Year-End Close Checklist</b> and a link to the <a href="#">CAPPS HR/Payroll Year-End Processing Instructions (FPP T.003)</a> . All fiscal year-end communications are in the agency's <b>FYE</b> service ticket.	7/12/2025
Provide a PRELIMINARY Mass Reorg spreadsheet (for changes greater than or equal to 100).	Agency	Agency provides a preliminary <b>Mass Reorg</b> spreadsheet (effective 9/1/2025), if applicable.	8/01/2025
Provide a PRELIMINARY budget load spreadsheet (BLS) or intent to copy commitment accounting configuration to the new fiscal year (for changes greater than or equal to 100).	Agency	Agency provides a preliminary <b>BLS</b> (with an effective date of 9/1/2025), or intent to copy fiscal 2025 commitment accounting configuration to fiscal 2026.	8/08/2025
Provide a list of employees on Temporary Assignment and Disciplinary Reduction.	CAPPS Production Support	CAPPS production support provides a list of employees on Temporary Assignment or <i>Disciplinary Action</i> .	8/15/2025
Provide a FINAL mass reorg spreadsheet (for changes greater than or equal to 100).	Agency	Agency provides a final <b>Mass Reorg</b> spreadsheet (effective 9/1/2025) if applicable.	8/15/2025
Provide a FINAL BLS.	Agency	Agency provides a final <b>BLS</b> (with an effective date of 9/1/2025), if applicable.	8/22/2025
Validate Mass Reorg test results.	Agency	CAPPS production support processes the agency's preliminary <b>Mass Reorg</b> spreadsheet (if it was submitted), runs the process and provides results in the fiscal year-end ( <b>FYE</b> ) service request. Agency reviews and confirms validation in the ticket.	8/29/2025
Validate BLS test results.	Agency	CAPPS production support processes the agency's preliminary <b>BLS</b> (if it was submitted), runs a test payroll and provides results in the <b>FYE</b> service request. Agency reviews and confirms validation in the ticket.	8/29/2025
Provide a list of employees to be returned to Temporary Assignment or Disciplinary Reduction after the fiscal year-end rollover.	Agency	Agency attaches a list indicating employees that are returning to <i>Temporary Assignment</i> or <i>Disciplinary Reduction</i> after the fiscal year-end rollover.	8/29/2025
Process all terminations effective 9/1/2025 and prior, including interagency transfers (065).	Agency	Agency processes all terminations effective dated 9/1/2025 or earlier. <b>Note:</b> This action must be completed before the system goes down at 5 p.m. for fiscal year-end close processing.	8/29/2025
CAPPS HR/Payroll unavailable at 5:00 p.m. for Fiscal Year-End Close processing.	CAPPS Production Support	CAPPS Fiscal Year-End Close processing begins. All payrolls must be approved before the system goes down at 5 p.m. for Fiscal Year-End Close processing.	8/29/2025

## After Fiscal Year-End Close

Task	Responsible Party	Description	Due Date
CAPPS HR/Payroll available at 8 a.m.	CAPPS Production Support	<i>Fiscal Year-End Close</i> processing is complete.	9/02/2025
Process all new hires that are effective 9/1/25 or later	Agency	Agency processes all new hires that are effective 9/1/2025 or later. This action must not be done until <b>after</b> the <i>Fiscal Year-End Close</i> process is complete.	9/02/2025
Restore employees to <i>Temporary Assignment</i> or <i>Disciplinary Reduction</i>	Agency	Agency can restore employees to <i>Temporary Assignment</i> or <i>Disciplinary Reduction</i> , if applicable.	9/02/2025
Provide a PRELIMINARY <b>federal</b> budget load spreadsheet (BLS) if applicable	Agency	Agency provides a preliminary <b>federal</b> budget load spreadsheet (with an effective date of 10/1/25).	9/12/2025
Validate payroll reports for <b>federal</b> budget load data	Agency	CAPPS Production Support processes the agency's preliminary <b>federal</b> budget load spreadsheet, runs a test payroll and provides results. Agency reviews and confirms validation in the <i>FYE</i> service request.	9/19/2025
Provide a FINAL <b>federal</b> budget load spreadsheet (BLS), if applicable	Agency	Agency provides a final <b>federal</b> budget load spreadsheet (with an effective date of 10/1/25), if applicable.	9/19/2025
Run the <i>Emergency Leave</i> query	Agency	Agency runs the <b>TX_TL_SB73_EMERGENCY_LEAVE_RPT</b> query and the emergency leave data upload to ensure the agency can certify by the Oct. 1 deadline.	Run BEFORE 09/20/2025
Run the <i>Emergency Leave Reporting</i> web application	CAPPS Production Support	CAPPS production support loads leave data to the <b>Emergency Leave Reporting</b> web application. Emergency leave reporting for fiscal 2025 is due Oct. 1, 2025.	09/20/2025
Convert <i>Annual Leave</i> to <i>Sick Leave</i>	Agency	Agency processes the annual leave to sick leave conversion and confirms completion in the <i>FYE</i> service ticket.	9/30/2025
Run <i>Leave Liability Report</i>	Agency	All agencies are able to run the <i>Leave Liability</i> report in CAPPS.	9/30/2025
Run the <i>Sick/Family Leave Pool</i> process	Agency	Agency runs the <i>Sick Leave Pool</i> process and confirms completion in the <i>FYE</i> service ticket.	9/30/2025
Run the <i>Military Leave Balance Carry Forward</i> process	Agency	Agency runs the <i>Military Leave Balance Carry Forward</i> process and confirms completion in the <i>FYE</i> service ticket.  <b>Note:</b> CAPPS only processes the most recent federal fiscal year based on the system date.	Run AFTER 09/30/2025