



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Entering a Termination

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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Entering a Termination

Overview

The purpose of this desk aid is to explain how different types of terminations are processed in the CAPPS Manage Job module.

There are several different types of terminations in CAPPS, each coded with a different reason code. Prior to entering a termination, the agency needs to specify the reason code for the termination employee.

Before entering a termination, agency need to ensure all pending Time & Leave entries were appropriately addressed.

Entering a Termination — NOT Due to a Transfer to Another Agency

Navigation
Dashboard: Workforce Administration, Manager Human Resources, Mange Job
NavBar: Workforce Administration, Job Information, Manage Job

1. Navigate to the **Manage Job** page.
2. Enter the EMPLOYEE ID number or NAME to retrieve the employee you want to terminate.
3. Verify the name with the EMPL ID number of the employee you are terminating to ensure it’s the correct employee.

Search Existing

▼ Search Criteria

Empl ID begins with [] Empl Record = []

Name begins with [] Last Name begins with []

Second Last Name begins with [] Alternate Character Name begins with []

Middle Name begins with [] Organizational Relationship begins with []

Business Unit begins with [] Department Set ID begins with []

Department begins with [] Company begins with []

Include History Correct History

Basic Search

4. Select **Create Job Action** in the top right-hand corner to insert a new Job row.

Job Actions Summary

To view and update all job rows, access this page in Correct History mode (select access modes on the Search page)

2 rows

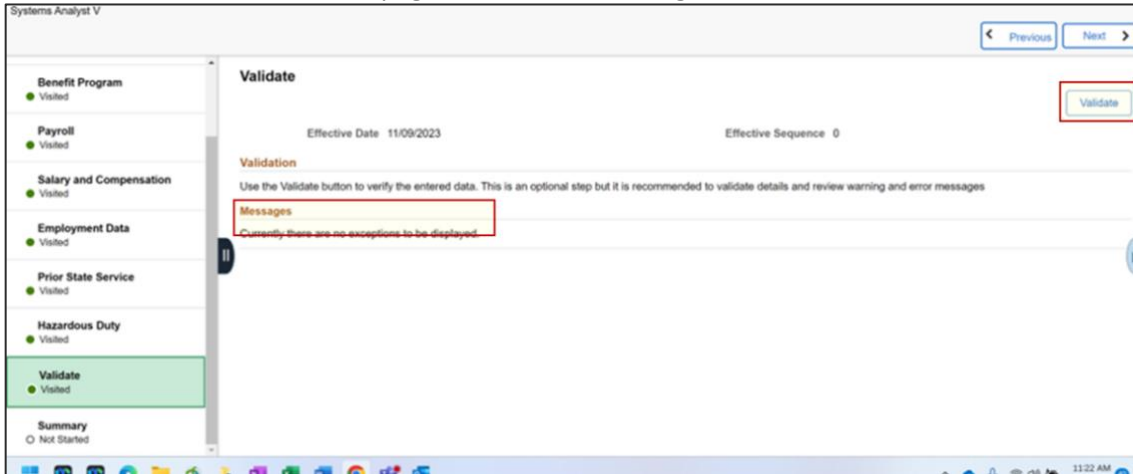
Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Job Code	Position	Reports To	Business Unit	Department	Location	Company	Pay Group	Standard Hours	Actions
09/01/2023 1	Active Primary Job	Data Change FY 24 Conversion	02562C Systems Analyst V	00006819 Systems Analyst V	00005670 Mgr V Erika Condado-Alvarado	30400 CPA BU	3E0035 CAPPS FM Production	00001 Lyndon B Johnson Building	304 Comptroller of Public Accounts	MON Comptroller of Public Accounts	40.00	<input type="button" value="edit"/> <input type="button" value="delete"/>
09/01/2023 0	Active Primary Job	Job Reclassification 002-LegReloc High/Low Sal Grp	02562C Systems Analyst V	00006819 Systems Analyst V	00005670 Mgr V Erika Condado-Alvarado	30400 CPA BU	3E0035 CAPPS FM Production	00001 Lyndon B Johnson Building	304 Comptroller of Public Accounts	MON Comptroller of Public Accounts	40.00	<input type="button" value="edit"/> <input type="button" value="delete"/>

5. Enter the EFFECTIVE DATE value (or select that date from the calendar icon). This date is the last day the employee actually worked **plus** one day. (For example: if the employee's last day worked is 9/15/2016, the effective date is 9/16/2016; the last day worked plus 1 day.)
6. Leave EFFECTIVE SEQUENCE field with the value of **0**.
7. Select **TER** (Termination) in the ACTION field.
8. Select the REASON code applicable to event (death, retirement, etc.).

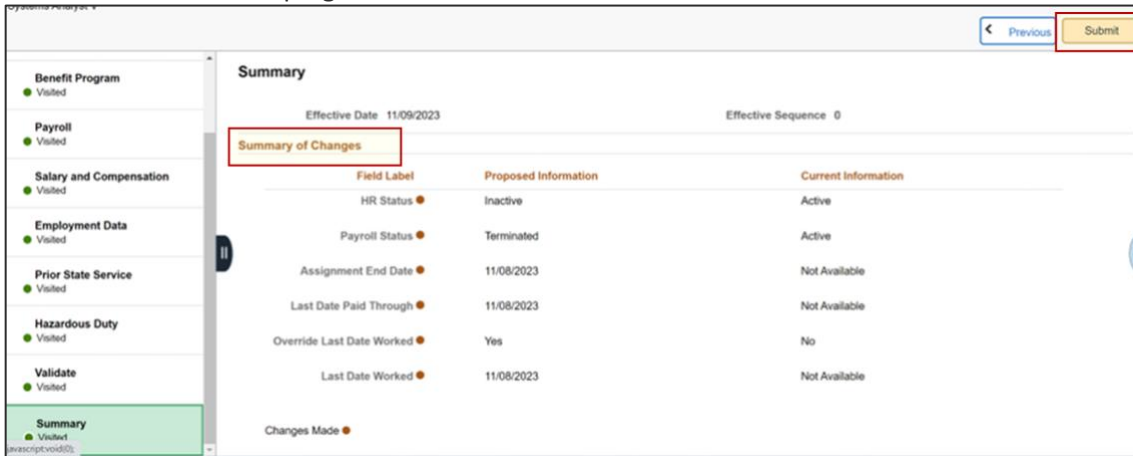
9. Select **Continue** in the top right-hand corner.
10. Verify the LAST DAY PAID THRU date value, which defaults from the EFFECTIVE DATE value, minus one day.
11. If necessary, toggle the OVERRIDE LAST DAY WORKED checkbox to **Yes** to allow changes to the system-defaulted LAST DATE WORKED value.

12. Enter other applicable information and select **Next** to continue.

13. Select **Validate** on the *Validate* page and read all warnings and errors.



14. Select **Next**.
15. Navigate to the *Summary* page and review the changes.
16. Select **Submit** in the top right-hand corner to save the termination.



Entering a Termination – Due to Employee Transferring to Another State Agency

To terminate an employee due to a transfer to another agency, the steps are the same as for terminations (see above). However, it is important to note that the **EFFECTIVE DATE** used for the “termination” from old agency **must** be the same as the **EFFECTIVE DATE** used to “hire” into the new agency.

To transfer an employee to another agency (065):

1. Terminate the employee in their current agency, using the same process (above) for terminating an employee due to a non-transfer (with the exception of the **EFFECTIVE DATE** entry).
2. Coordinate with the gaining agency to make sure the hire is entered with **the same EFFECTIVE DATE** (012) as the **EFFECTIVE DATE** of termination, the same **EFFECTIVE DATE** used for the termination entry in CAPPS.

In CAPPS, the employee cannot be hired by the gaining agency until after the employee is terminated in the current agency — the gaining agency cannot process the hire until the terminated processes. If the gaining agency is receiving an error when processing the new hire specifying that the employee is currently employed by another agency, the gaining agency needs to contact the current/prior agency (or CAPPS production support team) to resolve the issue.

Revision History

Date	Description of Change	Changed By
Dec. 20, 2023	Initial release.	J. Turner
Dec. 11, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A