



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Temporary Assignment Start and End

**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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# Temporary Assignment Start and End

## Overview

- For agency business continuity during an emergency or special circumstance, an employee may be temporarily assigned to other duties for a period not to exceed six months in a 12-month period. This is called a *temporary assignment* and is entered on the employee's job data record in the *Manage Job* tile.
- When placing an employee on a temporary assignment, the agency must change the employee's current `JOB CODE` even though the `EMPLOYEE TYPE` is not changing. For example, classified employees may be temporarily assigned to work in another classified job but not a line-item exempt job code.
- During temporary assignments, employees must earn *at least* the same amount of pay they received before the reassignment.
- Agencies may assign employees to a pay group with a higher minimum salary rate than their regular position. However, agencies cannot move employees on temporary assignment to a position in a lower minimum salary rate.
- Employees temporarily designated to act as the administrative head of a state agency will continue to receive the salary for a classified position. Although, the salary cannot exceed the amount established by the General Appropriations Act for the administrative head of the agency.

**Note:** The following salary actions cannot be performed for employees on temporary assignment:

- Awarding merit increases
- Promotions
- Demotions

## Temporary Assignment Start (041)

The following information is required to enter a temporary assignment transaction in the *Manage Job* section:

- ASSIGNMENT EFFECTIVE DATE
- EMPLOYEE ID
- NAME to validate
- SALARY AMOUNT
- POSITION NUMBER
- NEW JOB CODE
- SALARY Grade to validate

**Note:** If the effective date of the temporary assignment occurs before the current month, you must have Correct History access in CAPPS to create the entry in *Manage Job*.

### Navigation

**Dashboard:** Workforce Administration; **Tile:** Manage Human Resources, Manage Job

1. Enter the Employee ID or Employee Name in the EMPL ID or NAME field.
2. Select **Search**.
3. Select the employee record you want to view.

The screenshot shows the 'Manage Job' search interface. It includes a 'Search Existing' section with various search criteria fields such as Empl ID, Name, Second Last Name, Middle Name, Business Unit, Department, Empl Record, Last Name, Alternate Character Name, Organizational Relationship, Department Set ID, and Company. There are 'Search' and 'Clear' buttons. Below this is a 'Basic Search' section showing search results for 'Last Name: TEST'. The results table has columns for Empl ID, Empl Record, Name, Last Name, First Name, Middle Name, Organizational Relationship, Company, Job Code, Business Unit, and Payroll Status. Three records are displayed, with the first one selected.

Empl ID %	Empl Record %	Name %	Last Name %	First Name %	Middle Name %	Organizational Relationship %	Company %	Job Code %	Business Unit %	Payroll Status %
0000000191	0	TL TEST	TEST	TL		Employee	TS2	1701	52200	Active
0000000200	0	Hire Testus	Testus	Hire		Employee	T32	0057	32100	Active
0000000209	0	Employee Test BUB	Test BUB	Employee		Employee	T32	CP25	32100	Terminated

The *Job Actions Summary* page displays.

4. Select **Create Job Action** in the top right area of the page.

The screenshot shows the 'Job Actions Summary' page for employee 'TL TEST'. A 'Create Job Action' button is highlighted in the top right corner. Below the header, there is a table with columns for Effective Date / Sequence, HR / Payroll Status / Job Indicator, Action / Reason, Job Code, Position, Reports To, Business Unit, Department, Location, Company, Pay Group, Standard Hours, and Actions. The first row shows an active job with a data change action.

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
09/01/2024	Active	Data Change	1701	00005228	00005201	52200	2000	6004	TS2	MON		
0	Active	PV 25 Conversion	Training Specialist	Training Specialist	Commissioner, Agency Admin	052 Operations	Operations Admin	6004 - 128 Gettysburg Dr	Texas Baseline Agency 052	TS2 Monthly Pay Group	40.00	

The *Create Job Action* window displays.

The screenshot shows the 'Create Job Action' window. It includes a 'Note' about payroll processing. The 'Effective Date' is set to 04/01/2025. The 'Action' is 'DTA' (Data Change) and the 'Reason' is '041' (Temporary Assignment Start).

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

\*Effective Date: 04/01/2025

Effective Sequence: 0

\*Action: DTA Data Change

Reason: 041 041--Temporary Assignment Start

5. Enter the start date of the temporary assignment in the **EFFECTIVE DATE** field.

**Note:** The **EFFECTIVE SEQUENCE** field defaults to **0** (zero) if there are no transactions on Job Data with the same effective date. If a Job Data action with the same effective date already exists, the **EFFECTIVE SEQUENCE** field automatically updates.

6. Enter a *Data Change* in the **ACTION** field.
7. Enter **041** (the Temporary Assignment Start code) in the **REASON** field.
8. Select **Continue** in the top right area of the window.  
The *Data Change – 041-Temporary Assignment Start* page displays.
9. Remove the current position number in the *Work Location* section and press the **tab** key to remove the current position number information.

**Data Change - 041--Temporary Assignmnt Start**

TL TEST  
0000000191 - 0 - Employee  
Training Specialist I

**Work Location**

Effective Date: 04/01/2025  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active  
\*Job Indicator: Primary Job

**Position Number:** 0003220  
Training Specialist I

Position Entry Date: 02/02/2012  
Regulatory Region: USA  
United States  
Business Unit: 05200  
052 Operations Admin  
Department: 2000  
Operations Admin  
Location: 6004  
6004 - 128 Gettysburg Dr  
Date Created: 05/01/2025  
Last Start Date: 02/02/2013

Override Details: No  
Position Managed Record: No  
Company: TS2  
Texas Baseline Agency 052  
Department Entry Date: 02/02/2012

Related Information  
Reference Links  
View Job Details

10. Enter the new position number in the **POSITION NUMBER** field and press the **tab** key to populate the new position data.

**Data Change - 041--Temporary Assignmnt Start**

TL TEST  
0000000191 - 0 - Employee  
Training Specialist I

**Work Location**

Effective Date: 04/01/2025  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active  
\*Job Indicator: Primary Job

**Position Number:** 0005205  
Director V

Position Entry Date: 04/01/2025  
Regulatory Region: USA  
United States  
Business Unit: 52100  
052 Executive Administration  
Department: 1001  
Executive Admin - 1.1  
Location: 6002  
6002 - 456 Brownstone Rd  
Date Created: 05/01/2025  
Last Start Date: 03/03/2013

Override Details: No  
Position Managed Record: No  
Company: TS2  
Texas Baseline Agency 052  
Department Entry Date: 04/01/2025  
Texas Baseline Agency 052

Related Information  
Reference Links  
View Job Details

11. Select **Salary and Compensation** in the left column.

12. Enter the temporary assignment salary rate as a monthly rate in the **COMPENSATION RATE** field.

**Note:** The employee’s salary rate may increase or remain the same in the temporary assignment, but it cannot decrease.

13. Select **Default Pay Components** and **Calculate Compensation** to update the comparative information.

14. Select the **Validate** section in the left column.

15. Select **Validate** in the top right area of the page.  
If no errors are produced after running the **Validate** process, select **Next**.

16. Select **Submit** to save the transaction.

**Data Change - 041--Temporary Assigmnt Start**

TL TEST  
00000000191 - 0 - Employee  
Training Specialist I

Previous **Submit**

Work Location Viewed	Business Unit	52100	52200
Job Information Viewed	Department	1001	2000
Benefit Program Viewed	Department Entry Date	04/01/2025	02/02/2012
Payroll Viewed	Location	6002	6004
Salary and Compensation Viewed	Job Code	1624	1781
Employment Data Viewed	Job Entry Date	04/01/2025	02/02/2012
Prior State Service Viewed	Adds to FTE Actual Count?	Yes	No
Validate Viewed	FLSA Status	Executive	Nonexempt
Summary Viewed	Holiday Schedule	DEF	Not Available
	Compensation Rate	10,500.000000	3,095.330000
	Grade	30	14
	Grade Entry Date	04/01/2025	02/02/2012
	Daily	461.538462	142.861305
	Monthly	10,500.000000	3,095.330000
	Annual	120,000.000000	37,143.960000
	Change Percent	223.067	0.000

Related Information

Reference Links

[View Job Details](#)

The *Submit Confirmation* page displays.

**Submit Confirmation**

✔ The Data Change for TL TEST has been successfully submitted.

TL TEST  
00000000191 - 0 - Employee  
Director V

[Job Actions Summary](#) | [Go To Search Results](#)

Employees may remain in a temporary assignment for up to six months in a 12-month period. To end an employee's temporary assignment and restore them to their original position, follow the steps in the next section.

## Temporary Assignment End (042)

To complete the Temporary Assignment End:

- Gather the following information:
  - ASSIGNMENT END DATE — last day paid through + one day
  - EMPLOYEE ID
  - NAME to validate
  - SALARY rate prior to the Temp Assignment start date
  - POSITION NUMBER prior to the Temp Start
- Verify no changes were made to the employee's original position number while the employee was in the temporary assignment.
- Validate that job code, salary group, FLSA indicator, reports-to, EEO data and other position attributes are correct before entering action to end the Temporary Assignment.

### Navigation

**Dashboard:** Workforce Administration; **Tile:** Manage Human Resources, Manage Job

1. Enter the EMPL ID or NAME field.
2. Select **Search**.
3. Select the employee record you want to view.

**Manage Job**

**Search Existing**

Search Criteria

Empl ID: begins with [ ] Empl Record: [ ]

Name: begins with [ ] Last Name: begins with [TEST]

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

**Search** **Clear**

---

**Basic Search**

Search Results

Last Name: TEST

Empl ID %	Empl Record %	Name %	Last Name %	First Name %	Middle Name %	Organizational Relationship %	Company %	Job Code %	Business Unit %	Payroll Status %
0000000191	0	TL TEST	TEST	TL		Employee	TS2	1781	5200	Active
0000000208	0	Hire Testus	Testus	Hire		Employee	T32	0057	32100	Active
0000000209	0	Employee Test BUB	Test BUB	Employee		Employee	T32	CP25	32100	Terminated

The *Job Actions Summary* page displays.

4. Select **Create Job Action** in the top right area of the page.

**Job Actions Summary**

TL TEST  
0000000191 - 0 - Employee  
Director V

**Create Job Action**

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

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
04/01/2025	Active	Data Change	1824	00005205	Commissioner, Agency	52100	1001	6002	TS2	MON		
0	Active Primary Job	041--Temporary Assignment Start	Director V	Director V	052 Executive Administration	6002 - 456 Brownstone Rd	Executive Admin - 1.1	Texas Baseline Agency	TS2 Monthly Pay Group	40.00		

The *Create Job Action* window displays.

**Create Job Action**

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

\*Effective Date: 05/01/2025

Effective Sequence: 0

\*Action: DTA Data Change

Reason: 042 042--Temporary Assignment End

5. Enter the effective date of the temporary assignment end in the **EFFECTIVE DATE** field.

**Note:** The **EFFECTIVE SEQUENCE** field defaults to **0** (zero) if there are no transactions on Job Data with the same effective date. If a Job Data action with the same effective date already exists, the **EFFECTIVE SEQUENCE** field automatically updates.

6. Enter *Data Change* in the **ACTION** field.
7. Enter **042** (Temporary Assignment Start code) in the **REASON** field.
8. Select **Continue** in the top right area of the window.  
The *Data Change – 042-Temporary Assignment End* page displays.
9. Remove the current position number in the *Work Location* section and press the **tab** key to remove the current position number information.

10. Enter the previous position number in the **POSITION NUMBER** field and press the **tab** key to populate new position data.
11. Select **Salary and Compensation** in the left column.

12. Enter the employee’s original salary rate as a monthly rate before the temporary assignment in the **COMPENSATION RATE** field.

**Note:** The employee’s salary rate cannot increase or decrease in this transaction.

13. Select **Calculate Compensation** to update the comparative information.

14. Select the **Validate** section in the left column.

**Data Change - 042--Temporary Assignment End**

TL TEST  
0000000191 - 0 - Employee  
Director V

Work Location: Visited  
Job Information: Visited  
Benefit Program: Visited  
Payroll: Visited  
Salary and Compensation: Visited  
Employment Data: Visited  
Prior State Service: Visited  
**Validate: Visited**  
Summary: Visited

Effective Date: 05/01/2025      Effective Sequence: 0

**Validate**

**Validation**  
Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages

**Messages**  
Validation Successful with warnings

1 row

Message Severity	Message Text

Related Information  
Reference Links  
View Job Details

15. Select **Validate** in the top right area of the page.  
If no errors are produced after running the **Validate** process, select **Next**.
16. Select **Submit** to save the transaction.

**Data Change - 042--Temporary Assignment End**

TL TEST  
0000000191 - 0 - Employee  
Director V

Work Location: Visited  
Job Information: Visited  
Benefit Program: Visited  
Payroll: Visited  
Salary and Compensation: Visited  
Employment Data: Visited  
Prior State Service: Visited  
Validate: Visited  
**Summary: Visited**

Effective Date: 05/01/2025      Effective Sequence: 0

**Summary**

**Summary of Changes**

Field Label	Proposed Information	Current Information
Compensation Rate	3,095.330000	10,000.000000
Daily	142,861385	461,530462
Monthly	3,095.330000	10,000.000000
Annual	37,143,960000	120,000.000000
Change Percent	-69.847	0.000
Change Amount	-6,904,670000	0.000000
Compensation Rate	3,095.330000	10,000.000000

Changes Made

Related Information  
Reference Links  
View Job Details

The *Submit Confirmation* page displays.

**Submit Confirmation**

✓ The Data Change for TL TEST has been successfully submitted.

TL TEST  
0000000191 - 0 - Employee  
Director V

[Job Actions Summary](#) | [Go To Search Results](#)

## Revision History

Date	Description of Change	Changed By
Dec. 23, 2025	Initial release.	K. Griffin