



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Earliest Change Date

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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Earliest Change Date

Overview

This desk aid explains the functionality of the Earliest Change Date (ECD) in the Time & Labor (T&L) module and provide information for common ECD questions and troubleshooting concerns.

Purpose and Functionality

The ECD is the date of the earliest update to an employee's T&L data since the employee was last processed through Time Administration. It marks the earliest point in time for processing the employee's T&L data through the Time Administration process. Time Administration processes time-related data starting from the ECD through the *Process Through Date* defined on the *Time Administration Process* page. After time is processed by Time Administration, the ECD updates to the date *after* the *Process Through Date* defined during Time Administration. For example, if the Time Administration *Process Through Date* is 11/30/2024, the ECD will be 12/01/2024 after processing.

The Time Administration process is scheduled to run every night automatically. If Time Administration is processing on the scheduled overnight run, the Process Through Date will be the last day of the current month. An employee's ECD information is located at the top of the timesheet with other employee-related data.

Navigation

Dashboard: Time & Labor, **Tile:** Time Management, **Page:** Super User Timesheet

Updating the Earliest Change Date (ECD)

When updates are made that impact an employee's T&L data, the ECD must be reset to ensure all time is processed successfully through Time Administration. There are several CAPPS actions that automatically reset the ECD — but it can also be reset manually, when necessary.

Automatic ECD Updates

Certain actions in CAPPS that impact an employee's T&L data will automatically update the ECD to the same effective date of the action. Examples include, but are not limited to:

- Job Actions
 - Hire
 - Pay Rate Updates
 - Department Updates
 - FLSA Status Updates
- Schedule Updates
 - Assigned Schedule Updates
 - Schedule Overrides
- Timesheet Updates
 - Retroactive changes to past data which has already been processed through Time Administration
- Time Reporter Data Updates
 - Active Inactive Status Updates
 - Workgroup Updates

Manual ECD Updates

Occasionally, an employee’s time needs to be reprocessed through Time Administration and it’s necessary to manually update the ECD.

If an employee’s *Leave Balances* or *Payable Time* are inaccurate, or if any other discrepancies occur with T&L-related data, it is advised to reset the ECD to the first day of the month with the discrepancy and run Time Administration to reprocess the time.

Navigation

Dashboard: Time & Labor; **Tile:** Time Management; Additional TA Processes; Update Earliest Change Date

To manually update an employee’s ECD:

1. Enter the employee’s information and run a search for the employee. Search results display.
2. Select the employee.

The **Time Reporter Status** page displays.

3. Select a date for the EARLIEST CHANGE DATE field.
4. Select **Save**.

Note: ECD information displays on the **Update Earliest Change Date** page and at the top of the employee’s timesheet.

Name:	Company/Paygroup:	State Service Effective Date:	Earliest Change Date: 12/01/24
Empl ID:	Business Unit:	Position Number: I	Workgroup:
Job Title:	Department: 1	Manager:	

Revision History

Date	Description of Change	Changed By
Dec. 4, 2025	Initial release.	M. Lambert