



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Scheduling Assignments & Overrides — Superusers

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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Scheduling Assignments & Overrides — Superusers

Schedules Overview

Schedules are one of the core components of the CAPPS Time and Labor (TL) module. The schedules are defined using the days of the week and the number of hours per day. However, they do not indicate the start and end times for each day.

The TL module uses the employee’s assigned work schedule to determine:

- Holiday eligibility
- Leave accruals
- Monthly equivalent pay rate
- Overtime or compensatory time

There are two schedules within the TL module. Assigned Schedules must match the employee’s standard hours defined in the Job and Position data. Default assigned schedules are:

- Assigned automatically upon hire or rehire based on the employee’s standard hours.
- Changed by managers, time administrators or TL superusers.
- Considered the employee’s permanent schedule for CAPPS processing.

Hourly employees are assigned a zero hour schedule, so all hours worked and leave taken must be recorded.

The other schedule is a Schedule Override, which is:

- Revised temporarily for one week of the employee’s assigned schedule.
- Entered on the employee’s timesheet.
- Deleted if the employee’s revised hours change.

Assigned Schedules

An employee’s assigned schedule is a permanent work schedule automatically assigned based on the Job and Position data. The schedule:

- Creates the employee’s payable time, which updates the payroll module for monthly payroll processing.
- Calculates the monthly equivalent pay rate, overtime and compensatory time earned, and leave accrual time.
- Displays on the employee’s timesheet.



Format and Naming Convention

Assigned schedule format and naming convention:

- TX_Standard hours in the FLSA work week_Scheduled hours each day (Sunday – Saturday)

All Schedule IDs begin:

- On Sunday, regardless of the employee’s FLSA work week.
- With TX_ and the number of weekly scheduled hours.

For example, if an employee’s assigned schedule is TX_40_0888880, the work schedule is 8 hours per day, Monday-Friday.

TX Schedule ID	Weekly Scheduled Hours	Sunday Scheduled Hours	Monday Scheduled Hours	Tuesday Scheduled Hours	Wednesday Scheduled Hours	Thursday Scheduled Hours	Friday Scheduled Hours	Saturday Scheduled Hours
TX_	40_	0	8	8	8	8	8	0

Daily scheduled hours with two-digit numbers are represented by alpha characters. Characters used and the corresponding designated numbers:

D = 10	E = 11	F = 12	G = 13	H = 14
J = 15	K = 16	L = 17	M = 18	N = 19
P = 20	Q = 21	R = 22	S = 23	T = 24

For example, if an employee’s assigned schedule is TX_40_0DDDD00, the work schedule is 10 hours per day, Monday-Thursday.

TX Schedule ID	Weekly Scheduled Hours	Sunday Scheduled Hours	Monday Scheduled Hours	Tuesday Scheduled Hours	Wednesday Scheduled Hours	Thursday Scheduled Hours	Friday Scheduled Hours	Saturday Scheduled Hours
TX_	40_	0	D	D	D	D	0	0

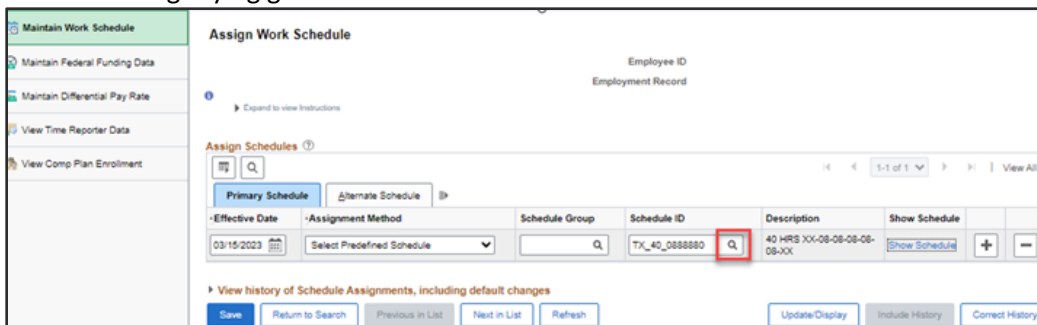
Daily scheduled hours with quarter-hour increments are also represented by alpha characters. Characters and the corresponding designated increments:

U = .25	V = .50	W = .75
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Assigning Schedules

To assign a new schedule to an employee, a search is required due to the number of schedules available.

1. Select the magnifying glass in the SCHEDULE ID field.



Note: There are hundreds of possible schedules, and the system will only display the first 300.

2. Select **begins with** in the SCHEDULE ID field.

Look Up Schedule ID

Set ID: TEXAS

Schedule ID: begins with TX_40

Description: begins with

Search Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Schedule ID	Description
TX_40_0000PP	40 HRS XX-XX-XX-XX-XX-PO-PO
TX_40_0000KK	40 HRS XX-XX-XX-XX-08-K0-K0
TX_40_0000FHH	40 HRS XX-XX-XX-XX-F0-H0-H0
TX_40_0000GGH	40 HRS XX-XX-XX-XX-G0-G0-H0
TX_40_0000HGG	40 HRS XX-XX-XX-XX-H0-G0-G0
TX_40_0000PP0	40 HRS XX-XX-XX-XX-P0-PO-XX
TX_40_004FFF	40 HRS XX-XX-XX-04-F0-F0-F0
TX_40_006EEF	40 HRS XX-XX-XX-06-E0-E0-F0
TX_40_007EEE	40 HRS XX-XX-XX-07-E0-E0-E0
TX_40_0080KK	40 HRS XX-XX-XX-08-XX-K0-K0

3. Enter **TX_**the number of weekly scheduled hours in the TEXAS field. Example: TX_40
4. Select **Search**.
5. Open the preferred schedule.

1. Select the **SHOW SCHEDULE** link on the **Assign Work Schedule** page.

Maintain Work Schedule

Maintain Federal Funding Data

Maintain Differential Pay Rate

View Time Reporter Data

View Comp Plan Enrollment

Assign Work Schedule

Employee ID

Employment Record

Expand to view instructions

Assign Schedules

Primary Schedule Alternate Schedule

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
03/15/2023	Select Predefined Schedule		TX_40_088880	40 HRS XX-08-08-08-08-XX	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh Update/Display Include History Correct History

The **Schedule Calendar** page will display and list the days and number of hours.

Schedule Calendar

Employee ID

Employment Record Nbr

Schedule Group

Schedule ID TX_40_088880 40 HRS XX-08-08-08-08-XX

Workgroup EXEEDMMD Exempt Excl: Mon-Sun

From Date 04/01/2024 Load Calendar Previous Period Next Period

Schedule Calendar

Shift Time Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail	Shift has changing elements
Monday	04/01/2024	A0800HOURS	A0800HOURS	8.00	Shift Detail	
Tuesday	04/02/2024	A0800HOURS	A0800HOURS	8.00	Shift Detail	
Wednesday	04/03/2024	A0800HOURS	A0800HOURS	8.00	Shift Detail	
Thursday	04/04/2024	A0800HOURS	A0800HOURS	8.00	Shift Detail	
Friday	04/05/2024	A0800HOURS	A0800HOURS	8.00	Shift Detail	
Saturday	04/06/2024	OFF	OFF			
Sunday	04/07/2024	OFF	OFF			

OK Cancel Refresh

6. Verify the scheduled hours for each day.

Note: The Schedule Calendar defaults to the effective date of the schedule assignment. To view the daily scheduled hours for a different date range, update the FROM DATE field and select **Load Calendar**. For example, since the naming convention for all schedule IDs begins on Sunday, the FROM DATE can be changed to the first day of the employee’s FLSA work week.

Schedule ID and Description Fields

The SCHEDULE ID and DESCRIPTION fields have limited character lengths. Therefore, the standard naming convention in the previous section may not be used if the entry is too long. There may be variations between the descriptions and the actual daily scheduled hours as well.

Example: The Schedule ID TX_40_0787870 has a description of 40 HRS XX-75-87-75-87-75-XX.

Following the standard naming convention, the beginning of the Schedule ID TX_40 indicates 40 total work hours scheduled for the week. However, the total hours in the SCHEDULE ID field equals 37 hours, and the total hours in the DESCRIPTION field equals 39.9 hours. Therefore, the schedule calendar reflects the actual daily hours of 40 hours:

- 7.5 hours on Monday
- 8.75 hours on Tuesday
- 7.5 hours on Wednesday
- 8.75 hours on Thursday
- 7.5 hours on Friday

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail	Shift has changing elements
Monday	04/01/2024	A0750HOURS	A0750HOURS	7.50	Shift Detail	
Tuesday	04/02/2024	A0875HOURS	A0875HOURS	8.75	Shift Detail	
Wednesday	04/03/2024	A0750HOURS	A0750HOURS	7.50	Shift Detail	
Thursday	04/04/2024	A0875HOURS	A0875HOURS	8.75	Shift Detail	
Friday	04/05/2024	A0750HOURS	A0750HOURS	7.50	Shift Detail	
Saturday	04/06/2024	OFF	OFF			
Sunday	04/07/2024	OFF	OFF			

Updating Assigned Schedules

Assigned schedules can be updated for new hires and current employees.

Navigation

Dashboard: Time and Labor, **Tile:** Enroll Time Reports

Update a Schedule for a New Hire

1. Select **Maintain Work Schedule** in the left navigation menu.
2. Enter the employee's information.
The Assign Work Schedule page displays.

Assign Work Schedule

Employee ID: [Field]
Employment Record: [Field]

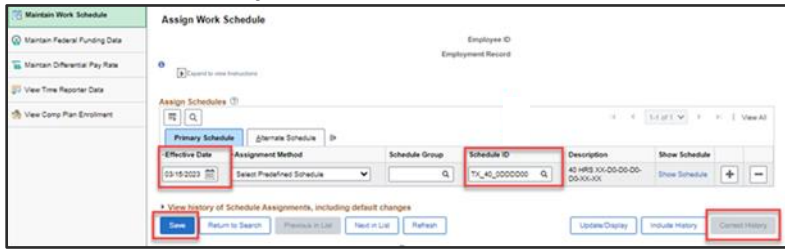
Assign Schedules

Primary Schedule | Alternate Schedule | [Field]

Effective Date: 03/16/2023 | Assignment Method: Select Predefined Schedule | Schedule Group: [Field] | Schedule ID: TX_40_068880 | Description: 40 HRS XX-08-08-08-08-XX | Show Schedule

Buttons: Done, Return to Search, Previous in List, Next in List, Refresh, Update Display, Include History, Correct History

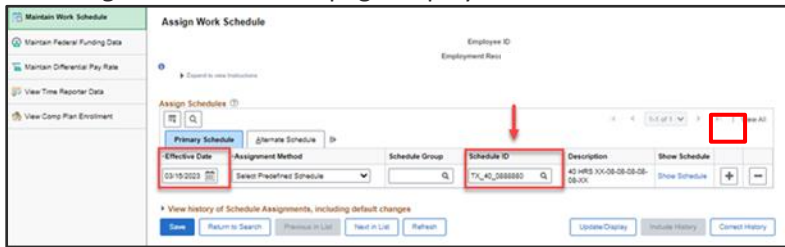
3. Select **Correct History**.



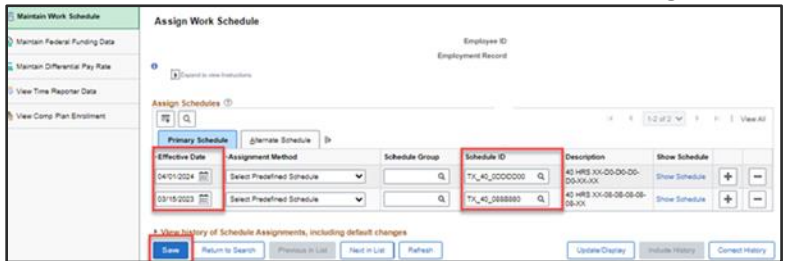
4. Verify the EFFECTIVE DATE field is consistent with the employee’s hire date.
5. Update the SCHEDULE ID field to the new Schedule ID.
6. Select **Save**.

Update a Schedule for a Current Employee

1. Select **Maintain Work Schedule** in the left navigation menu.
2. Enter the employee’s information.
The **Assign Work Schedule** page displays.



3. Select the plus sign (+) to add a new row.
4. Enter the EFFECTIVE DATE for the new schedule assignment.



5. Update the SCHEDULE ID field to the new Schedule ID.
6. Select **Save**.

Retroactive Schedule Assignment Changes

It is best practice to avoid retroactive schedule assignment changes so processing errors (including incorrect payable time) will not occur. Therefore, new schedule assignments must be effective at the beginning of the FLSA workweeks.

When a schedule assignment is changed to a retroactive effective date, the CAPPS system reprocesses the time for that pay period based on the new date. However, prior time may be reprocessed based on the new schedule, which could result in underpaid or overpaid time.

If a retroactive schedule change is necessary, reviewing the timesheet entries from the retroactive effective date of the new schedule through the current month is imperative. The review ensures the new schedule assignment is consistent with the employee’s timesheet.

Managers are unable to change a schedule once payroll has processed for that pay period. Although, superusers have the ability to update the schedule at any time.

Schedule Override

A Schedule Override is a temporary revision to one week of an employee’s assigned schedule. Like the assigned schedule, CAPPS uses it to calculate monthly equivalent pay rate, overtime and compensatory time earned, and leave accrual time. The schedule override replaces the employee’s assigned schedule on the timesheet for the week of the override.

Navigation

Dashboard: Time and Labor, **Tile:** Time Management

Entering a Schedule Override

1. Select **Override Scheduled Workday** in the left navigation menu.
2. Enter the employee’s information to open the *Override Scheduled Workday* window. The window display the employee’s daily scheduled hours under each day and date according to the assigned schedule.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
04/08/2024 8.00*	04/09/2024 8.00*	04/10/2024 8.00*	04/11/2024 8.00*	04/12/2024 8.00*	04/13/2024 0.00	04/14/2024 0.00	40.00
10.00 Q	10.00 Q	10.00 Q	10.00 Q	0.00 Q	0.00 Q	0.00 Q	

Notes: The DATE field defaults to the current date on the search window. The Override Scheduled Workday window defaults to the employee’s FLSA workweek for the date entered in the DATE field on the search criteria. The Previous Week and Next Week links allow you to navigate week by week.

4. Enter the new daily hours for the employee’s temporary schedule in the field below each day and date.

Note: The temporary alternate schedule must match the employee’s weekly standard scheduled hours. For example, if the employee is scheduled to work 40 hours per week, the schedule override must equal 40 hours.
5. Select **E-Sign & Approve** to save the changes.

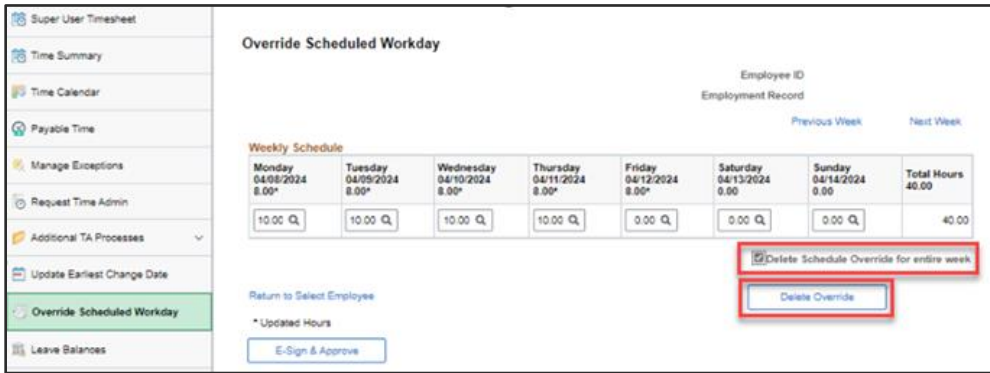
Deleting a Schedule Override

1. Select **Override Scheduled Workday** in the left navigation menu.
2. Enter the employee’s information to open the *Override Scheduled Workday* window.
3. Change the date in the DATE field on the search window. The date defaults to the current date, so a date within the FLSA workweek is necessary for the override to be deleted.

Note: The *Override Scheduled Workday* window defaults to the employee’s FLSA workweek for the date entered in the DATE field on the search criteria.

4. Select the checkbox next to **Delete Schedule Override** for the entire week.

3. Select **Delete Override**.



4. Select **Yes** on the pop-up message for deleting the Schedule Override.

5. Select **OK** on the **Save Confirmation** page indicating the save was successful.

The *Override Scheduled Workday* window will reopen for the week of the deleted override.



6. Verify that the daily scheduled hours match the employee’s assigned schedule.

Revision History

Date	Description of Change	Changed By
Feb. 4, 2026	Initial release.	M. Lambert