



Centralized Accounting and Payroll/Personnel System

CAPPS HR/Payroll is going live July 10, 2017! It is an employee self-service system that allows employees to view their personal, payroll and leave information such as:

Time and Labor: Employees will complete timekeeping functions in CAPPS including reporting hours earned and requesting time off. It also displays the approved employee regular work schedules and maintains real-time leave balances.

Employee self-service options: You will be able to view and update personal and payroll information such as your home address, emergency contacts, W-4 information, direct deposit and pay history.

Managers and Supervisors: You will be able to view information for your direct and indirect reports (leave balances, compensation, etc.); approve leave requests and run time and labor-related reports.

June Timesheet Deadline:

June Timesheets for state employees must be submitted to Roy Rayos at roy.rayos@military.texas.gov NO LATER THAN July 1, 2017. This is to ensure that state employee leave balances convert into CAPPS accurately. This will be the last month that excel/pdf timesheets will be collected. Beginning in July, all state employee timesheets will be completed in CAPPS.

State Employee User Account Activation:

State employees will automatically receive emails with account access information on July 10th. Employees who are currently using CAPPS FIN will use the same username and password to access the system. All new CAPPS users must complete the Confidential Treatment of Information Acknowledgement (CTIA) form (users who are currently using CAPPS FIN already have one on file). The form is in the Forms section at <https://tmd.texas.gov/CAPPS> and should be returned to Frank Oduro at frank.oduro@military.texas.gov.

Federal Employee User Account Activation:

All federal/military supervisors that directly supervise, or are in the second line of supervision for state employees, must complete the Military Supervisor CAPPS Account Request Form to establish a CAPPS user account. A CTIA form must also be completed. Both forms are in the Forms section at <https://tmd.texas.gov/CAPPS> and should be returned to Frank Oduro at frank.oduro@military.texas.gov.

Have questions?

Visit <https://tmd.texas.gov/CAPPS>

or call State Human Resources at 512-782-5133

or email Help Desk: capps_support@military.texas.gov