CAPPS HR/PAYROLL EMPLOYEE SELF-SERVICE TRAINING

State Human Resources & Payroll Office

Office of the Executive Director

TEXAS MILITARY DEPARTMENT STRATEGY

VISION:

America's premier state military comprised of mission-ready professionals fully engaged with our communities, and relevant through the 21st century.

MISSION:

Provide the Governor and President with ready forces in support of state and federal authorities at home and abroad.

PEOPLE FIRST – *Invest in our human capital*

- Diverse & Engaged Force Sustained Through Effective Retention & Recruiting
- Trained Ethical Professionals
- Resilient Professionals & Families, Supported By Robust Services
- Clearly Communicated Opportunities For Professional & Personal Development

RELEVANT & READY – *Provide right force at the right time*

- Force Structure Optimized For Federal & State Missions
- Modern Training Areas & Facilities That Support Our Mission
- Effective Resource Management & Protection
- Enhanced Joint, Interagency, Intergovernmental & Multinational Capabilities

COMMUNICATE & PARTNER – *Deliver our message and build lasting relationships*

- Effective Communication Assets & Channels
- Partnered & Informed Communities
- Engaged & Educated Government Partners
- Strong Department of Defense Relationships

TEXAS MILITARY DEPARTMENT

Introductions

1. Name

2. Department

3. How long have you been with TMD?

4. Are you a supervisor?

Training Agenda

1. CAPPS HR/Payroll Overview
2. Log-In Information
3. My Profile (personal info)
4. My Pay (pay and tax info)
5. My Time & Leave
6. Additional Training & Resources

CAPPS HR/Payroll is live July 10, 2017

What does this mean for employees?

- Personal and Payroll information can be viewed and edited by employees in CAPPS
- Employees will enter Time and Leave on the Timesheet in CAPPS
    - Time and Leave will be entered by employees and approved by managers as it's earned or taken
    - No more hard copy Timesheets due at the end of the month
    - Employees will certify their time at the end of each month – digitally sign the electronic timesheet
- Current Leave balances will be available in CAPPS
- CAPPS replaces EIS (Employee's Information System)

CAPPS Login

- State employees will automatically receive emails with account access information on July 10th.
  - Users who are currently using CAPPS FIN will use the same username and password

- All new CAPPS users must complete the CTIA form
  - Users who are currently using CAPPS FIN should already have one on file.
  - Form located at https://tmd.texas.gov/CAPPS

CAPPS Login

- CAPPS Portal: https://entprtlprd.cpa.texas.gov

- Self-service password reset

- Help Desk:
  - FIN – CAPPS_Support@military.texas.gov
  - HR – CAPPS_HR_Support@military.texas.gov
  - Payroll – CAPPS_Payroll_support@military.texas.gov

cappps Glenn Hegar Texas Comptroller of Public Accounts
Centralized Accounting and Payroll/Personnel System

CAPPS Enterprise Portal

Current and Former Employee Login

User ID: _____

🔒 Secure Password: _____

Sign In

Repeated log-in failures may result in your account being locked.

- Logging in for the first time
- What's my User ID/forgot my User ID?
- I forgot/Change my password
- Information for Former Employees

Supported Browsers: Internet Explorer Versions 8, 9, 10 and 11 are the supported browsers for the CAPPS website.

CAPPS Home Page

- Employee Self-Service Menus
  - My Pay
  - My Profile
  - My Time & Leave
  - Employee Separation
- Change Password
- Maintain Password Hint
- Link to CPA Online Training
- Link to ERS Homepage

First-Time Login Tasks

✓ Check personal contact information (address/phone number)

✓ Add Emergency Contact Information

✓ Verify Schedule on Timesheet is correct

✓ Verify Supervisor's name on Timesheet is correct

If there is an issue:

1. Discuss with supervisor/chain of command
2. Contact State Human Resources

My Profile

- View and update personal information
  - Phone#, Mailing Address, Emergency Contacts
- Changes to your mailing address will also need to be updated in ERS Online for benefits
  - https://www.ers.state.tx.us/login
- Information Release Indicator – personal identifiable info for open records

My Pay

- View and/or print your earning statement and compensation history
- Update direct deposit information by 10th of each month (contact Payroll w/questions)
- View, add, or update voluntary or charitable deductions
- View, update or print tax information (W-4, W-2 & 1095-C

Main Menu > Employee Self-Service >

My Pay

View/Print Earnings Statement Review and Print current and prior paychecks.	**View/Edit Direct Deposit** Add or update your direct deposit information.	**Voluntary Deductions** View/Edit Voluntary Deductions
W-4 Tax Information Review or change your W-4 information.	**View Compensation History** Review Compensation History including Promotions, Data and Pay Rate Changes.	**View W-2/W-2c Forms** View electronic copy of W-2 and W-2c forms.
W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	**Charity Deductions** Charity Deductions	**1095-C Consent** ACA
View Form 1095-C Employee form 1095-C		

My Pay

- View and/or print your earning statement and compensation history
  - Click View/Print Earnings Statement

Main Menu > Employee Self-Service >

My Pay

View/Print Earnings Statement
Review and Print current and prior paychecks.

View/Edit Direct Deposit
Add or update your direct deposit information.

Voluntary Deductions
View/Edit Voluntary Deductions

W-4 Tax Information
Review or change your W-4 information.

View Compensation History
Review Compensation History including Promotions, Data and Pay Rate Changes.

View W-2/W-2c Forms
View electronic copy of W-2 and W-2c forms.

W-2/W-2c Consent
Grant or withdraw consent to receive electronic W-2 and W-2c forms.

Charity Deductions
Charity Deductions

1095-C Consent
ACA

View Form 1095-C
Employee form 1095-C

TEXAS MILITARY DEPARTMENT

My Pay

- View and/or print your earning statement and compensation history
  - Click View Paycheck link beside the check date you want to view

View Paycheck

Danette McWilliams

Review your available paychecks. Select the check date of the paycheck you would like to review.

▼ Select Paycheck			Personalize	Find	View All	⬀	⊞	First ◀ 1 of 1 ▶ Last		
Check Date	**View Paycheck**	**Company**	**Pay Begin Date**	**Pay End Date**	**Net Pay**
05/23/2017	View Paycheck	Texas Military Department	04/01/2017	04/30/2017	$▬▬▬

My Pay

- Update direct deposit information by 10th of each month (contact Payroll w/questions)
  - To review or change your direct deposit information, click View/Edit Direct Deposit

Main Menu > Employee Self-Service >

My Pay

View/Print Earnings Statement
Review and Print current and prior paychecks.

View/Edit Direct Deposit
Add or update your direct deposit information.

Voluntary Deductions
View/Edit Voluntary Deductions

W-4 Tax Information
Review or change your W-4 information.

View Compensation History
Review Compensation History including Promotions, Data and Pay Rate Changes.

View W-2/W-2c Forms
View electronic copy of W-2 and W-2c forms.

W-2/W-2c Consent
Grant or withdraw consent to receive electronic W-2 and W-2c forms.

Charity Deductions
Charity Deductions

1095-C Consent
ACA

View Form 1095-C
Employee form 1095-C

TEXAS MILITARY DEPARTMENT

My Pay

- Update direct deposit information by 10th of each month (contact Payroll w/questions)
  - To change your direct deposit, click Edit

Danette McWilliams

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Delete
Savings	1318	73	Balance of Net Pay		999	Edit	

Add Account

TEXAS MILITARY DEPARTMENT

My Pay

- Update direct deposit information by 10th of each month (contact Payroll w/questions)
  - Enter the Routing Number, Account Number, and Account Type
    - If you don't know the routing number, you can look up your bank by clicking the magnifying glass

Your Bank Information

Routing Number: 021001318

Distribution Instructions

*Account Number: 403278573

Retype Account Number

*Account Type: Savings

International ACH Bank Account

Will these payments be forwarded to a financial institution outside of the United States?

No ⦿   Yes ○

Click No in the International ACH Bank Account Box. This is the same as Line 5 of the current Direct Deposit Form.

TEXAS MILITARY DEPARTMENT

My Pay

- Update direct deposit information by 10th of each month (contact Payroll w/questions)
  - Click the checkbox at the bottom of the screen to authorize the change
  - Click the Submit button to process the change

* I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

Submit
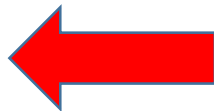
TEXAS MILITARY DEPARTMENT

My Pay

- W-2/W-2c Consent
- 1095-C Consent

TEXAS MILITARY DEPARTMENT

My Pay

- W-2/W-2c Consent
  - You must consent to received your W-2 electronically
  - Click on the W-2/W-2c Consent link

My Pay

- 1095-C Consent
  - You must consent to receive your 1095-C electronically
  - Click on the 1095-C Consent link

My Pay	My Profile
My Time & Leave	Employee Separation

Main Menu > Employee Self-Service >

My Pay

View/Print Earnings Statement Review and Print current and prior paychecks.	**View/Edit Direct Deposit** Add or update your direct deposit information.	**Voluntary Deductions** View/Edit Voluntary Deductions
W-4 Tax Information Review or change your W-4 information.	**View Compensation History** Review Compensation History including Promotions, Data and Pay Rate Changes.	**View W-2/W-2c Forms** View electronic copy of W-2 and W-2c forms.
W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	**Charity Deductions** Charity Deductions	**1095-C Consent** ACA
View Form 1095-C Employee form 1095-C		

My Pay

- View, add, or update charitable deductions
  - Charitable Deductions can only be elected during the annual campaign
  - Click the Charity Deductions link to make changes/elections

Main Menu > Employee Self-Service >

📁 **My Pay**

View/Print Earnings Statement Review and Print current and prior paychecks.	**View/Edit Direct Deposit** Add or update your direct deposit information.	**Voluntary Deductions** View/Edit Voluntary Deductions
W-4 Tax Information Review or change your W-4 information.	**View Compensation History** Review Compensation History including Promotions, Data and Pay Rate Changes.	**View W-2/W-2c Forms** View electronic copy of W-2 and W-2c forms.
W-2/W-2c Consent Grant or withdraw consent to receive electronic W-2 and W-2c forms.	**Charity Deductions** Charity Deductions	**1095-C Consent** ACA
View Form 1095-C Employee form 1095-C		

My Pay

- View, add, or update voluntary deductions
  - Click the Voluntary Deductions Link

Main Menu > Employee Self-Service >

My Pay

View/Print Earnings Statement
Review and Print current and prior paychecks.

View/Edit Direct Deposit
Add or update your direct deposit information.

Voluntary Deductions
View/Edit Voluntary Deductions

W-4 Tax Information
Review or change your W-4 information.

View Compensation History
Review Compensation History including Promotions, Data and Pay Rate Changes.

View W-2/W-2c Forms
View electronic copy of W-2 and W-2c forms.

W-2/W-2c Consent
Grant or withdraw consent to receive electronic W-2 and W-2c forms.

Charity Deductions
Charity Deductions

1095-C Consent
ACA

View Form 1095-C
Employee form 1095-C

My Pay

- View, add, or update voluntary deductions
  - A list of current voluntary deductions is displayed
  - To add a new deduction, click the Add Deduction button

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
CrUn-Greater TX FCU	04/26/2017		Currently	$52.00	5200.00	104.00	Edit
Harris County Federal Cr Un	05/24/2017	09/30/2017	Currently	$25.00		0.00	Edit
ORG-TX Public Employees Assoc.	04/26/2017	08/31/2017	Currently	$15.00		0.00	Edit

Add Deduction

TEXAS MILITARY DEPARTMENT

My Pay

My Profile

My Time & Leave

Employee Separation

My Pay

- View, add, or update voluntary deductions
  - Click the magnifying glass and choose a type of deduction
  - Enter the amount to be deducted
  - Choose an option to end the deduction
    - Either once you reach a certain amount or on a particular date
  - Click Submit

My Pay

My Profile

My Time & Leave

Employee Separation

*Type of Deduction

*Enter Amount to be deducted. 0.00

Option 1: Take deduction until I reach this Goal Amount

Option 2: Enter Deduction Stop Date (MM/DD/YYYY)   (example: 12/31/2000)

Current Balance 0.00

Submit

TEXAS MILITARY DEPARTMENT

My Pay

- View, add, or update voluntary deductions
  - The only voluntary deductions available for election are Credit Union Deductions
  - To add a new deduction, click the Add Deduction Button
  - To Edit or top a current deduction, click the Edit button

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
CrUn-Greater TX FCU	04/26/2017		Currently	$52.00	5200.00	104.00	Edit
Harris County Federal Cr Un	05/24/2017	09/30/2017	Currently	$25.00		0.00	Edit
ORG-TX Public Employees Assoc.	04/26/2017	08/31/2017	Currently	$15.00		0.00	Edit

Add Deduction

TEXAS MILITARY DEPARTMENT

My Pay

- View, update or print tax information (W-4, W-2 & 1095-C)
  - To view or change your W-4, click W-4 Tax Information link

Main Menu > Employee Self-Service >

My Pay

View/Print Earnings Statement Review and Print current and prior paychecks.	**View/Edit Direct Deposit** Add or update your direct deposit information.	**Voluntary Deductions** View/Edit Voluntary Deductions
W-4 Tax Information Review or change your W-4 information.	**View Compensation History** Review Compensation History including Promotions, Data and Pay Rate Changes.	**View W-2/W-2c Forms** View electronic copy of W-2 and W-2c forms.
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View Form 1095-C Employee form 1095-C		

TEXAS MILITARY DEPARTMENT

My Pay

- View, update or print tax information (W-4, W-2 & 1095-C)
  - To view or change your W-4, click W-4 Tax Information link
    - Enter the number of Allowances you are claiming
    - Choose a Tax Status, Married or Single
      - If you are Married but want to withhold taxes based on the Single Rate, choose Single and click the first check box

W-4 Tax Data

Enter total number of Allowances you are claiming | 8

Enter Additional Amount, if any, you want withheld from each paycheck |

Indicate Tax Status   ◉ Single   ○ Married

☐ Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien,
select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

My Pay

- View, update or print tax information (W-4, W-2 & 1095-C)
  - To claim Exempt, you must meet BOTH conditions listed
  - Select the Checkbox at the bottom of this section to claim Exempt from withholding taxes
    - NOTE: This is VERY uncommon

Claim Exemption

I claim exemption from withholding for the year 2017 and I certify that I meet

BOTH of the following conditions for exemption

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

☐ Check this box if you meet both conditions to claim exempt status.

My Pay

- View, update or print tax information (W-4, W-2 & 1095-C)
  - Once all changes have been made, click the Submit button

Under penalties of perjury, I declare that I have examined this certificate and to the best of my
knowledge and belief, it is true, correct, and complete.

Submit

  - On the next page, enter your CAPPS login password

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: 00010015878

Password: _____

Continue   Cancel

TEXAS MILITARY DEPARTMENT

My Pay

- View, update or print tax information (W-4, W-2 & 1095-C)
  - You will receive confirmation that your change was submitted.
    - Click OK

Submit Confirmation

☑ The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

[OK]

Employee Timesheet Training Objectives

Learn how to manage time reporting activities in CAPPS:

- Understand user roles and responsibilities
- Understand Exception Time Reporting
- Understand the components of the Employee Timesheet
- Understand Time Reporting Codes (TRCs)
- Understand the Timesheet entry notification and approval process
- Learn how to enter time worked and leave taken on the Timesheet
- Learn how to complete Time Certification
- View available leave balances

My Time & Leave

- Employee Timesheet – where time and leave is entered
- Employee Monthly Time Report – generate email with printable timesheet/leave balances
- View Leave Balance/Expirations
  - Check your leave balances in EIS and compare with your balances in CAPPS
  - Contact HR or Payroll if you have questions.
- Employee Time Certification – monthly requirement, NLT 10th of each month
- View Payable Time Summary & Detail links display the info T&L sends to Payroll

Main Menu > Employee Self-Service >

My Time & Leave
Report, schedule, review your time, request absences and more.

Employee Time Certification
This page allows an employee to certify time.

Employee TimeSheet
Page to enter and view employee time entry as part of self service.

View Payable Time Summary
Page to view rolled up payable time summary for a date range.

View Payable Time Detail
Page to view detail time information for a date range.

View Leave Balance/Expirations
Page to view Leave Balance and Leave Expiration for fiscal year

Employee Monthly Time Report
Employee Monthly Time Report

Timesheet User Roles & Responsibilities

- **Employee** – Responsible for making sure that all the hours reflected on their timesheet are accurate.

- **Manager** – First or second level supervisor responsible for monitoring, reviewing, approving, correcting and/or denying time worked or leave entered by an employee on a timesheet. Managers can also enter time on behalf of an employee.

- **Time Administrator** – Performs the duties of a manager within their department on behalf of a manager with written authorization.

- **HR Super User** – Provides oversight to the other roles and can monitor, review, approve and correct time on behalf of an employee.

Exception Time Reporting

- State employees are salaried and enter time only on an exception basis.
  - Ellington Fire Dept/Rescue Specialists are the only employees who enter time differently
- All state employees are assigned to a standard schedule in CAPPS.
  - # of scheduled hours listed below each day of the week on the Timesheet
  - Does not account for reporting times, just total hours in the day
  - Scheduled hours on a Timesheet automatically get processed/paid

Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Sat 5/13
0.00	8.00	8.00	8.00	8.00	8.00	0.00

- Entry on the Timesheet is only required when an employee:
  - 1) takes leave (including LWOP)
  - 2) works hours outside of their standard schedule (earning overtime/comp time)
  - 3) works on a holiday OR is scheduled more than 8 hours on a holiday

Navigation to the Timesheet

| My Pay | My Profile |
| My Time & Leave | Employee Separation |

Home Page > My Time & Leave > Employee Timesheet

- Bring up by any date
- Defaults to 1st of month
- Select Search

Employee Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Date: = 06/01/2017

[Search] [Clear] Basic Search | Save Search Criteria

Components of the Timesheet

Employee Timesheet

Name:	Test Employee	**Company/Pay Group:** 401 / MON	**State Service Effective Date:** 04/01/2015
Empl ID:	79001218860 0	**Business Unit:** 40100	**Position Number:** 00019904
Job Title:	Human Resources Specialist III	**Department:** ST_OED	**Manager ID:** 79001220106 Test Manager

1

Supervisor responsible for approving entries on your timesheet

Leave Balances

2

Leave Balances	Annual Leave	Sick Leave	FLSA Overtime	Regular Comptime	Holiday Comptime	Optional Holiday	Sick Leave Pool	Extended Sick Leave	Administrative Leave	Fitness Leave	Wellness Leave	Special Leave	Military Leave	Disaster Comp Exp in 12 Months
Current	18.00	16.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pending Approval	16.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Available	2.00	4.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3

From Thursday 06/01/2017 to Thursday 06/15/2017

4

Time Reporting Code	Time Reporting Code Description	Thu 6/1 8.00	Fri 6/2 8.00	Sat 6/3 0.00	Sun 6/4 0.00	Mon 6/5 8.00	Tue 6/6 8.00	Wed 6/7 8.00	Thu 6/8 8.00	Fri 6/9 8.00	Sat 6/10 0.00	Sun 6/11 0.00	Mon 6/12 8.00	Tue 6/13 8.00	Wed 6/14 8.00	Thu 6/15 8.00	Override Reason Code	FMLA ID	Comments	Delete
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				Delete

Add a New Line for Thursday 06/01/2017 to Thursday 06/15/2017

From Friday 06/16/2017 to Saturday 07/01/2017

Time Reporting Code	Time Reporting Code Description	Fri 6/16 8.00	Sat 6/17 0.00	Sun 6/18 0.00	Mon 6/19 8.00	Tue 6/20 8.00	Wed 6/21 8.00	Thu 6/22 8.00	Fri 6/23 8.00	Sat 6/24 0.00	Sun 6/25 0.00	Mon 6/26 8.00	Tue 6/27 8.00	Wed 6/28 8.00	Thu 6/29 8.00	Fri 6/30 8.00	Sat 7/1 0.00	Override Reason Code	FMLA ID	Comments	Delete
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				Delete

Add a New Line for Friday 06/16/2017 to Saturday 07/01/2017

5 E-Sign & Submit

6 View Leave Balances

7 Previous   Next

8 Available FMLA Balance

Time Reporting Codes (TRCs)

- TRCs are used on the Timesheet to identify what type of time is being entered.
- Each unique TRC requires a new line on the timesheet

Time Reporting Codes (TRCs)

A list of statewide TRCs is displayed on the right. The most commonly used TRCs are underlined.

Additional TRCs may be available at your agency. Refer to Agency specific information for further details.

TRCs	Description
12CPT	12 NonExe Disaster Taken
18CPT	18 Exempt Disaster Taken
ADMLT	Administrative Leave Taken
ADOGT	Assistance Dog Training
ANLVT	Annual Leave Taken
CASAT	Court Appoint Spec Advoc Taken
COMPT	Compensatory Time Taken
DNRBL	Blood Donor
DNRBM	Bone Marrow Donor
DNROG	Organ Donor
EDACT	Educational Activities
EDULV	Education Leave
EMGNY	Emergency Leave
EMTTR	Volunteer EMT Training
ESCKT	Extended Sick Leave Taken
EXERT	Exercise Leave Taken
FLEXS	Flexing Schedule
FLSAP	Banked Overtime Paid
FLSAT	Banked Overtime Taken
FPRNT	Foster Parent Leave
FTNST	Emergency Fitness Leave Taken
HCMPT	Holiday Comp Taken
JURYD	Jury Duty

TRCs	Description
LWPDS	Leave Without Pay - Discipline
LWPEO	Leave Without Pay - Employee
LWPES	Leave Without Pay - Empl Sick
LWPFS	Leave Without Pay - Family Sck
LWPMY	Leave Without Pay - Military
LWPPR	Leave Without Pay - Parental
LWPWC	Leave Without Pay - Wrkrs Comp
MLTYT	Military Leave Taken
NGADT	National Guard Active Duty Tak
OHCPT	Optional Holiday Comp Taken
ONCLL	On-Call Duty
RDCRS	Red Cross Disaster Service
REGDS	Reg Hrs Wrkd - Disaster Servcs
REGHR	Regular Hours Worked
REGHW	Reg Hrs Worked on Holiday
REGOH	RegHol Work in lieu of Opt Hol
RLELV	Rsrv Law Enfrcmnt Off Training
SCKPT	Sick Leave Pool Taken
SICKT	Sick Leave Taken
SPECT	Special Leave Taken
VFFTR	Volunteer Firefighter Training
VOTES	Leave to Vote
WELLT	Wellness Leave Taken

Supporting Documents for Leave

Some TRCs require supporting documents to be submitted to HR for audit purposes. Examples include:

TRC/Description	Acceptable Document(s)
MLTYT - Military Leave	Orders, LES, certificate of performance
JURYD - Jury Duty	Court summons
*Various Types of Sick Leave	Note from a doctor
VFFTR - Volunteer Firefighter Training	Memo from Fire Chief on official letterhead

*Sick leave used for more than three consecutive days requires a note from a doctor. Remember to contact HR for FMLA information and eligibility.

Status of Employee's Timesheet Entry

Entry on Timesheet
- After an employee enters time or leave on a timesheet and selects E-sign & Submit, the timesheet moves through the following stages.

Needs Approval
- Waiting on action by an approver (Manager, Time Administrator or HR Super User). An auto-generated email will be sent to the Manager if no action is taken within **10 days**.
After **17 days**, another email is auto-generated and sent to the next level manager.

Approved or Denied
- After action is taken by an approver. If denied, the entry will be deleted and the employee must re-enter the correct hours on a new line, if applicable. The manager may also correct or approve the Timesheet. Once action is taken, the employee will receive an email notification.

Submitted
- If approved, the reported hours are automatically processed by Time Administration and sent to payroll. The hours become grayed out and cannot be changed by the employee.

Timesheet Entry Demonstration

CPA Online Training Course 101 – CAPPS Combined Fundamentals/ESS

- **Section 1, Lesson 3 (Entering Time & Leave)**
  - Exercises for entering various types of leave that allow employees to:
    - "see it" – watch a short video demonstration
    - "try it" – perform the actions themselves
    - "print it" – print step by step written procedures

http://cappstraining.cpa.texas.gov/courses/HR/100_ESS/UPKs/100_ESS_S1/Publishing%20Content/PlayerPackage/data/toc.html

Earning FLSA Overtime/Comp Time

- All employees will enter extra hours worked over their standard scheduled hours on the Timesheet using the **REGHR TRC**:
  - Exempt employee's time will bank as Regular Comp Time.
  - Non-Exempt employee's time will generally bank as FLSA Overtime.
- **REGHR TRC** – enter the total number of hours worked that day
- **Overtime** is earned when a non-exempt employee <u>actually works</u> more than 40 hours in a FLSA workweek.
  - FLSA workweek = Sunday-Saturday
  - The FLSA Overtime balance on the timesheet is at time & a half
- **Comp Time** is earned when an employee's <u>recorded</u> hours exceed 40 hours in a FLSA workweek.
  - Recorded hours may be a combination of actual hours worked, paid leave or holidays taken.

Using FLEXS TRC

- Enables you to flex your schedule within a given FLSA workweek

- <u>FLEXS</u> is entered on the day you work less than your standard schedule
  - ➢ Enter the number of hours flexed
  - ➢ BEWARE: FLEXS will DOCK your pay, regardless of leave balances

- To prevent a decrease in your paycheck, <u>a corresponding REGHR TRC MUST be entered</u> on the timesheet the day the extra time is worked
  - ➢ Enter the total hours worked

EXAMPLE: An employee w/a standard schedule of 8 hours, M-F is flexing 2 hours on Monday (working 6 hours) and making up the 2 hours on Friday (working 10 hours).

From Sunday 07/16/2017 to Sunday 07/30/2017

Time Reporting Code	Time Reporting Code Description	Sun 7/16 0.00	Mon 7/17 8.00	Tue 7/18 8.00	Wed 7/19 8.00	Thu 7/20 8.00	Fri 7/21 8.00	Sat 7/22 0.00
FLEXS 🔍	Flex Sched	0.00	2	0.00	0.00	0.00	0.00	0.00
REGHR 🔍	Reg Hrs Wk	0.00	0.00	0.00	0.00	0.00	10	0.00

State Holidays

- Full-time state employees are entitled to <u>8 hours holiday pay on state holidays</u>
  - Part-time employees are entitled to a proportionate amount based on their weekly standard hours
- If you observe the holiday, no entry is required on the Timesheet
- If State Holiday falls on off day, the time will be banked under **Regular Comp Time**
- **Holiday Comp Time** is earned only if you physically work on a State Holiday
  - This must be entered on the timesheet using the **<u>REGHW TRC</u>**
- If scheduled more than an 8 hour day on a State Holiday, employees must still account for the additional hours by working or using leave
  - If you fail to make an entry on the timesheet, CAPPS will automatically apply the ***Cascade Rule:***
    - The rule looks for a leave type where the total hours needed can be deducted in full.
      - 1) Annual Leave   2) Holiday Comp   3) Regular Comp   4) Admin Leave   5) FLSA Overtime
- Holidays CANNOT be observed prior to the actual holiday
  - CAPPS will not allow holiday pay before the date it's earned
  - Upon supervisor approval, you may use other leave before the holiday

Cascade Rule

The leave is reflected on the Payable Time Summary NOT the Timesheet.

- Bring up the summary at the beginning of the FLSA workweek of the holiday

Payable Time From 07/02/2017 To 07/08/2017

Time Reporting Code	Description	Type	Sun 7/2	Mon 7/3	Tue 7/4	Wed 7/5	Thu 7/6	Fri 7/7	Sat 7/8	Total Quantity
AGYHD	Dflt Excss Schd on Agy Holiday	Hours		2.00						2.00
AGYHY	Agency Holiday	Hours		8.00						8.00
ANLVA	Annual Leave Awarded	Hours				9.00				9.00
ANLVT	Annual Leave Taken	Hours		2.00	2.00					4.00
HOLDD	Default Excss Sched on Holiday	Hours			2.00					2.00
HOLDY	Holiday Pay	Hours			8.00					8.00
SCHEP	Scheduled Hours To Pay	Hours		10.00	10.00	10.00	10.00			40.00
SCHHR	Scheduled Hours Worked	Hours				10.00	10.00			20.00
SICKA	Sick Leave Awarded	Hours				8.00				8.00

Agency Holidays

- TAG Designated Agency Holiday for State Employees (Example, July 3rd)
- Full-time state employees are eligible for up to <u>8 hours holiday pay on agency holidays</u>
  - Part-time employees are eligible to a proportionate amount based on their weekly standard hours and standard schedule for that day
  - If a full-time employee is scheduled less than 8 hours on the Agency Holiday, they will only receive holiday pay for their scheduled hours.
- If you observe the holiday, no entry is required on the Timesheet
- State employees who are NOT scheduled and do NOT work on an Agency Holiday do not accrue comp time. The Agency Holiday may not be taken on another day.
- **Regular Comp Time** is earned only if you physically work on an Agency Holiday
  - This must be entered on the timesheet using the **<u>AGYHW TRC</u>**
- If scheduled more than an 8 hour day on an Agency Holiday, employees must still account for the additional hours by working or using leave
  - If you fail to make an entry on the timesheet, CAPPS will automatically apply the *Cascade Rule*

Exceptions (Errors) on the Timesheet

- Overnight, a process called Time Administration is run in CAPPS and checks for errors on the Timesheet.

- These errors are called Exceptions.

- The following message will appear at the top of the timesheet:

  ★ **This employee has an Exception**

- The employee and supervisors will be unable to make entries until an HR Super User corrects the Timesheet.

Timesheet Entry Deadlines

DAILY/WEEKLY REQUIREMENTS

- Employees should enter time worked outside their regularly scheduled hours and leave taken <u>daily</u> or as it occurs.

- Managers must approve time and leave entered by employees <u>at least weekly</u>.

Leave Without Pay (LWOP) must be entered immediately
<u>Overpayments will be automatically deducted from the next paycheck.</u>

Employee Time Certification

Time Certification

Employee ID: 70030551835   Name: Amanda Fletcher

Certification Month: MAY-2017   ☑ Required

Instructional Text:
I certify that the time recorded on this form is true and correct and authorize Time & Attendance to make necessary changes if an inadvertent error has occurred to create a deficit in any type of leave.

Certified By: Fletcher,Amanda Marie

Date/Time Stamp: 06/02/2017 9:50:29AM

E-Sign & Certify

- Serves as digital signature on Timesheet
- Employees must certify their time by the 10th of each month for the prior month
- Direct Supervisor receives a notice if this has not been done by the 10th
- Managers, Time Administrators or HR Super Users can certify on your behalf

My Pay   My Profile
My Time & Leave   Employee Separation

TEXAS MILITARY DEPARTMENT

Training Resources

- CAPPS Training Page on TMD Public Website - https://tmd.texas.gov/capps
  - Resource Documents
  - Training Videos
  - FAQs

- CPA Online Training Courses - http://cappstraining.cpa.texas.gov/courses/HR/index.php
  - 99 – CAPPS Fundamentals
  - 100 – Employee Self Service
  - 101 – CAPPS Combined Fundamentals/ESS
  - 111 – Manager Self Service Lite

CAPPS Contacts

HR Help Desk: CAPPS_HR_Support@military.texas.gov
Payroll Help Desk: CAPPS_Payroll_Support@military.texas.gov

State Human Resources Main Line: 512-782-5133

Danette McWilliams, Payroll Officer	512-782-5295	Danette.McWilliams@military.texas.gov
Roy Rayos, Leave Accountant	512-782-5571	Roy.Rayos@military.texas.gov
Beth Phillips, HR & Leave Specialist	512-782-5306	Beth.Phillips@military.texas.gov
Amanda Fletcher, HR Data & Reporting Analyst	512-782-6048	Amanda.Fletcher@military.texas.gov
Frank Oduro, CAPPS Security Coordinator	512-782-3317	Frank.Oduro@military.texas,gov

TEXAS MILITARY DEPARTMENT

DUTY

BEAR TRUE FAITH & ALLEGIANCE TO THE STATE AND NATION. CULTIVATE AN ENVIRONMENT FOR ALL TO EXCEL. PREPARE MENTALLY, PHYSICALLY AND SPIRITUALLY TO DEPLOY AT HOME AND ABROAD. BE READY WHEN CALLED.

HONOR

HOLD THE PUBLIC TRUST IN THE HIGHEST REGARD, EXCEED STANDARDS AND EXPECTATIONS. ACT WITH UNDERSTANDING, INNOVATION, RESOURCEFULNESS, FLEXIBILITY AND URGENCY. DO ALL YOU CAN, WHERE YOU ARE, WITH WHAT YOU HAVE & ALWAYS PLACE THE WELFARE OF THOSE YOU LEAD FIRST.

TEXAS

EMBRACE THE COURAGEOUS SPIRIT OF OUR PEOPLE, HISTORY & CULTURE.