



TRAINING

CAPPS HR/Payroll

FY22 Image and Tools Upgrade

Employee Self Service (ESS)

June 2022

Employee Self-Service Outline

Section 1 - ESS Timesheet (*Time Reporting*)

Section 2 - ESS My Pay (*Paycheck/Deductions/Taxes*)



Section 1

ESS Timesheet

Key Terms and Definitions

- **Timesheet-** Used to track hours worked and leave time taken for agency employees.
- **Time Reporting Codes (TRC)-** Used to identify the type of hours being entered on the timesheet. All time on the timesheet is associated with a TRC. Each different type of time has its own unique TRC. For example: Regular Hours Worked is “REGHR” and Annual Leave is “ANLVT”.
- **Time Exceptions-** Errors produced by the Time Administration process.
- **Reported Time-** Hours that an employee enters on their timesheet.
- **Payable Time-** The result of reported time that an employee has entered on their timesheet and has been approved by their manager. It also includes regular scheduled hours that do not need to be entered on the timesheet.
- **FMLA ID-** This field is used to track FMLA hours. The FMLA ID number is assigned by your Human Resources Representative and manually entered.

Key Terms and Definitions Continued

- **Time and Labor**- An integrated solution in CAPPs that involves all the processes related to time worked or leave time taken for employees. It supports the time reporting needs of a wide range of business functions such as payroll, CAPPs Financials, projects, and labor allocation cost. Information entered in Time and Labor is processed through payroll.
- **Override Reason Code (ORC)**- Used for tracking purposes to identify periods of time that are worked for a specific reason such as recording time worked during a disaster.
- **Labor Account Code (LAC)**- The LAC is used to track hours for a specific purpose. A project is an example that may have a LAC assigned. This information does not integrate with Financials/Commitment Accounting. This field is used for reporting purposes.

Key Terms and Definitions Continued

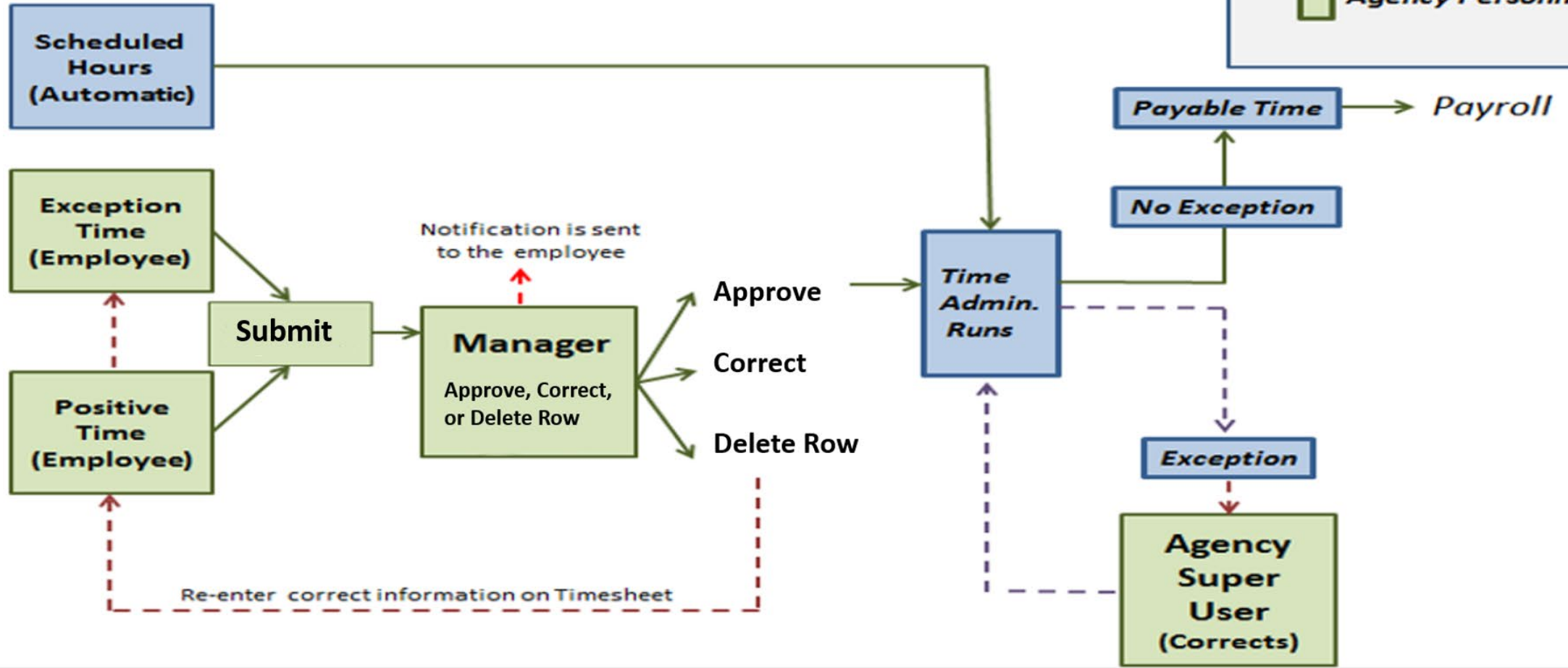
- **Positive Time Reporter-** Positive Time Reporters are hourly paid employees. An assigned schedule does not appear on their Timesheet. Positive Time Reporters need to enter all hours physically worked or leave taken on their Timesheet in order to get paid.
- **Exception Time Reporter-** Exception Time Reporters are Exception Hourly (salaried) employees. Their Timesheet reflects an assigned schedule with the applicable daily hours. Exception Time Reporters enter time on the timesheet only when it deviates from their assigned scheduled hours, or when an ORC or LAC is applicable. This includes hours worked over their regular scheduled hours and any leave time taken during their scheduled hours.

Key Roles and Responsibilities

- **Employee-** This role is responsible for making sure that all the hours reflected on their timesheet are accurate. This includes physical hours worked and leave time taken for Positive Time Reporters and Exception Time Reporters.
- **Manager-** Responsible for monitoring, reviewing, and approving time worked or leave time taken entered on the employee Timesheet. Managers can also enter time on behalf of an employee.
- **Time Administrator-** Performs the duties of the manager on behalf of the manager.
- **Agency Super User-** Provides oversight to the other roles and can monitor, review, approve and enter time on behalf of an employee. This role also has the authority to correct exceptions that occur from Time Admin processing and can run reports and queries at an agency level.

Timesheet Workflow

Timesheet Workflow: Employee's enter their time, when applicable




Timesheet Workflow Details

Time Reporting Process

Employee (*Reported Time*)

Exception Time Reporter – Enters only hours that deviate from their regular scheduled hours


Positive Time Reporter – Enters all hours physically worked and leave taken



*Time entered by the employee or defaulted from an employee's schedule is known as **Reported Time**.*


Manager

Approve - or - Delete



Managers approve Reported Time. Once approved, a process is run that converts the 'Reported Time' to 'Payable Time'. Payable Time is then picked up by the next payroll cycle.

Scheduled hours for Exception Time Reporters do not require the approval of the manager. Only time entered as an exception/deviation from the employee's schedule requires manager approval.



Prior to deleting time entered on the Timesheet, managers and employees have the option to correct the Timesheet.

If a manager makes a change or deletes the time entries, the employee will receive an email notification. Once it has been "deleted" it must be re-entered if it was originally entered incorrectly.

Timesheet Workflow Details Continued

When the Time Administration Process runs, it produces one or two outcomes:

1. It converts Reported Time to Payable Time, making it ready for payroll, or
2. If there is an error on the Timesheet, it will create an Exception on the Timesheet.



Payable Time

Payable Time is picked up in the next Payroll Cycle for the employee to be compensated.



Exceptions

Exceptions are “errors” on the Timesheet. All exceptions need to be cleared for the employee to receive compensation for the hours in question.

Agency Super Users work with managers to correct exceptions. If a correction is made on an employee’s Timesheet the employee will receive an email notification.

When there is an exception on the employee’s Timesheet, there is a red triangle symbol in the information box at the top of each time entry day. Also shown on the Time Summary Page



It is important to note: When a Timesheet has an exception the employee will be locked out of the Timesheet until the exception has been cleared by the Agency Super User.

Time Reporting Categories

Time **MUST** be entered on the timesheet according to the correct Time Reporting Category.

There are two types of Time Reporting Categories:

- **Exception Time Reporters** are also known as **salaried** employees.
 - In CAPPs, these employees are paid according to a predefined work schedule assigned to them in the system.
 - Only need to enter hours worked over regular scheduled hours or leave taken.
- **Positive Time Reporters** are also known as **hourly** employees.
 - In CAPPs, these employees are compensated according to actual hours worked.
 - Must enter **all** time worked and leave time taken on their timesheet.

Time Reporting Categories Continued

This timesheet has an assigned schedule with hours. This means that this is an **Exception Time Reporter**. They only enter time when different than the schedule, i.e., using leave and/or working additional hours.

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	31-Thursday	1-Friday	2-Saturday
<input type="text"/>	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This timesheet doesn't have any scheduled hours. This means that this is a **Positive Time Reporter**. They must enter time worked or leave time taken in order to get paid.

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday
REGHR - Regular Hours Worked	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Reporting Codes (TRCs)

Time Reporting Codes are used on the timesheet to determine what type of time is being entered.

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	31-Thursday	1-Friday	2-Saturday
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0
ANLVT - Annual Leave Taken							

[View Leave Balances](#)

Time Reporting Code List

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

Additional TRCs may be available at your agency.

TRCs	Description	TRCs	Description
12CPT	12 NonExe Disaster Taken	LWPDS	Leave Without Pay - Discipline
18CPT	18 Exempt Disaster Taken	LWPEO	Leave Without Pay - Employee
<u>ADMLT</u>	<u>Administrative Leave Taken</u>	LWPES	Leave Without Pay - Empl Sick
ADOGT	Assistance Dog Training	LWPFS	Leave Without Pay - Family Sck
<u>ANLVT</u>	<u>Annual Leave Taken</u>	LWPMY	Leave Without Pay - Military
CASAT	Court Appoint Spec Advoc Taken	LWPPR	Leave Without Pay - Parental
<u>COMPT</u>	<u>Compensatory Time Taken</u>	LWPWC	Leave Without Pay - Wrkrs Comp
DNRBL	Blood Donor	MLTYT	Military Leave Taken
DNRBM	Bone Marrow Donor	NGADT	National Guard Active Duty Tak
DNROG	Organ Donor	OHCPT	Optional Holiday Comp Taken
EDACT	Educational Activities	ONCLL	On-Call Duty
EDULV	Education Leave	RDCRS	Red Cross Disaster Service
EMGNY	Emergency Leave	REGDS	Reg Hrs Wrkd - Disaster Servcs
EMTTR	Volunteer EMT Training	<u>REGHR</u>	<u>Regular Hours Worked</u>
ESCKT	Extended Sick Leave Taken	<u>REGHW</u>	<u>Reg Hrs Worked on Holiday</u>
EXERT	Exercise Leave Taken	REGOH	RegHol Work in lieu of Opt Hol
<u>FLEXS</u>	<u>Flexing Schedule</u>	RLELV	Rsrv Law Enfrcmnt Off Training
FLSAP	Banked Overtime Paid	SCKPT	Sick Leave Pool Taken
FLSAT	Banked Overtime Taken	<u>SICKT</u>	<u>Sick Leave Taken</u>
FPRNT	Foster Parent Leave	SPECT	Special Leave Taken
FTNST	Emergency Fitness Leave Taken	VFFTR	Volunteer Firefighter Training
HCMPT	Holiday Comp Taken	VOTES	Leave to Vote
JURYD	Jury Duty	WELLT	Wellness Leave Taken

Labor Account Codes (LACs)

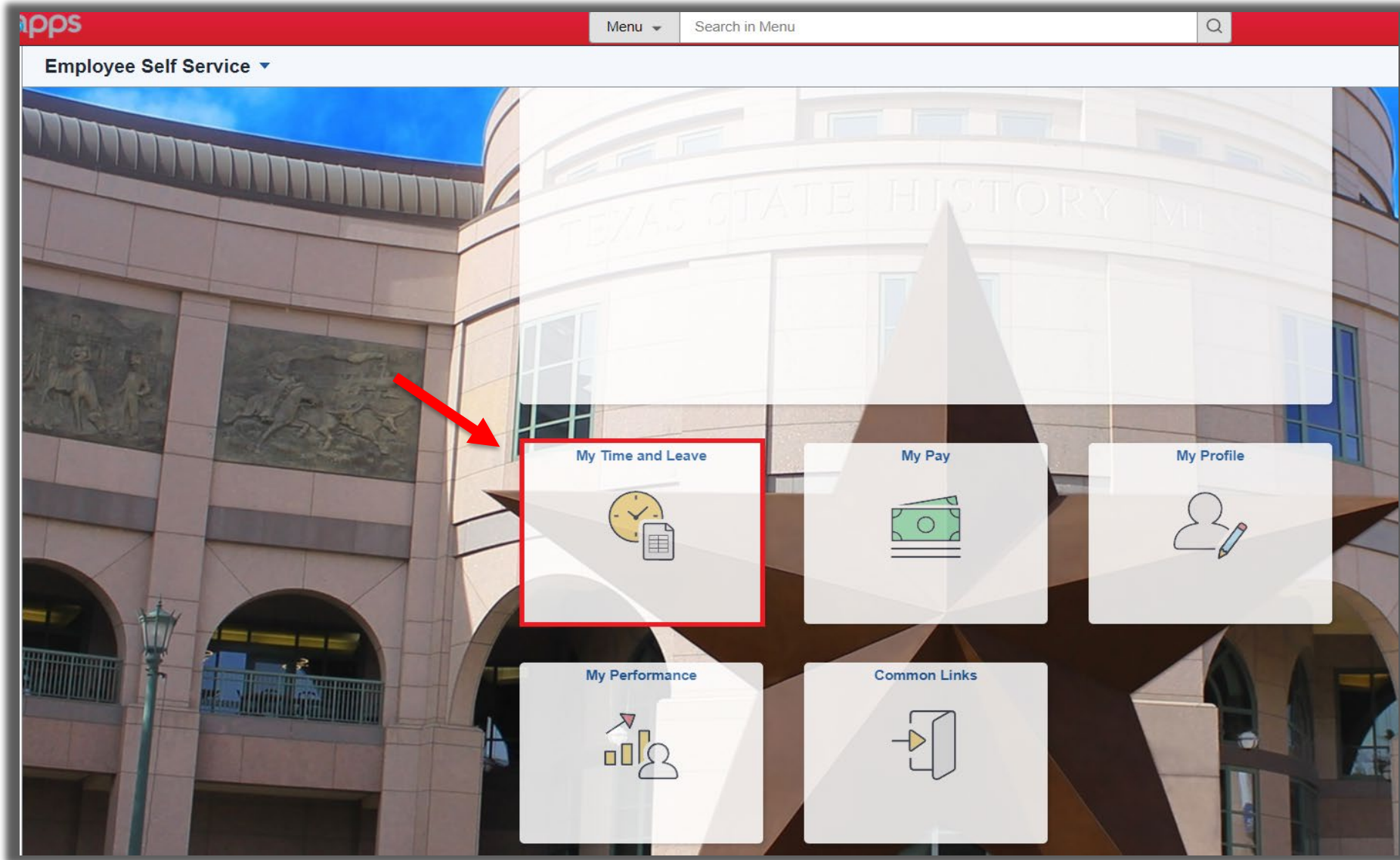
Labor Account Codes are used to track hours for a specific purpose. A project is an example that may have an LAC assigned.

- It isn't necessary to work an entire day on one specific LAC. Time can be allocated across LACs and across days.
- LACs are agency specific. Employees should consult with their management before entering specific LACs.

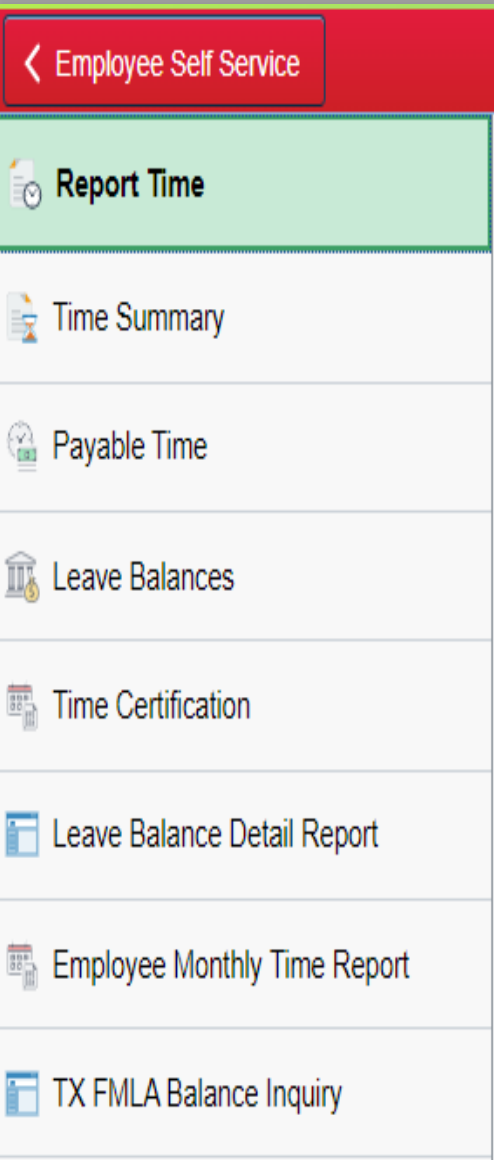
1-Friday	2-Saturday	Status	Override Reason	Task	Labor Account Code	FLA/ Parental/ Mlty ID	Comments
<div style="border: 1px solid black; padding: 2px;">Scheduled 8 Reported 0</div>	<div style="border: 1px solid black; padding: 2px;">Scheduled OFF Reported 0</div>	NA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Self Service- My Time and Leave Tile Navigation

- When first logging in to CAPPS, the Employee Self Service Dashboard is the first page to display.
- There are a variety of tiles available depending on user access.
- First, click on the 'My Time and Leave' tile.



Employee Self Service- My Time and Leave Menu



- **Report Time**- This is where Positive and Exception Time Reporters will enter time.
- **Time Summary**- Displays a monthly overview of time entries.
- **Payable Time**- This is approved time that has gone through the Time Administration process.
- **Leave Balances**- This is where users can see their available leave balances.
- **Time Certification**- This is where users can certify time entered.
- **Leave Balance Detail Report**- Run this report to view leave balances within a specific timeframe.
- **Employee Monthly Time Report**- Run this report to view hours on a monthly basis.
- **TX FMLA Balance Inquiry**- View available FMLA Balance.

Reviewing Timesheet Components

- The top portion of the timesheet displays employee position information such as Empl ID and job title.
- The Leave Balance Summary section provides an overview of total leave hours.
- The timesheet defaults to the employees FLSA work week.

Name: Francie Train087 **Company/Paygroup:** 087 / MON **State Service Effective Date:** 09/01/2019
Empl ID: 70871000527 0 **Department:** 1000 **Manager:** Luna Train087
Job Title: Admin Assnt II

Leave Balance Summary

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	Disaster Comp Exp in 18 Months	Employee Donated Sick Leave	Family Leave Pool
Current	696.00	654.00	63.75	7.00	12.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00
Pending Approval	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	0.00
Available	696.00	654.00	63.75	7.00	12.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00

◀ 27 March - 2 April 2022 ▶
 Weekly
 Scheduled 40.00 | Reported 0 Hours

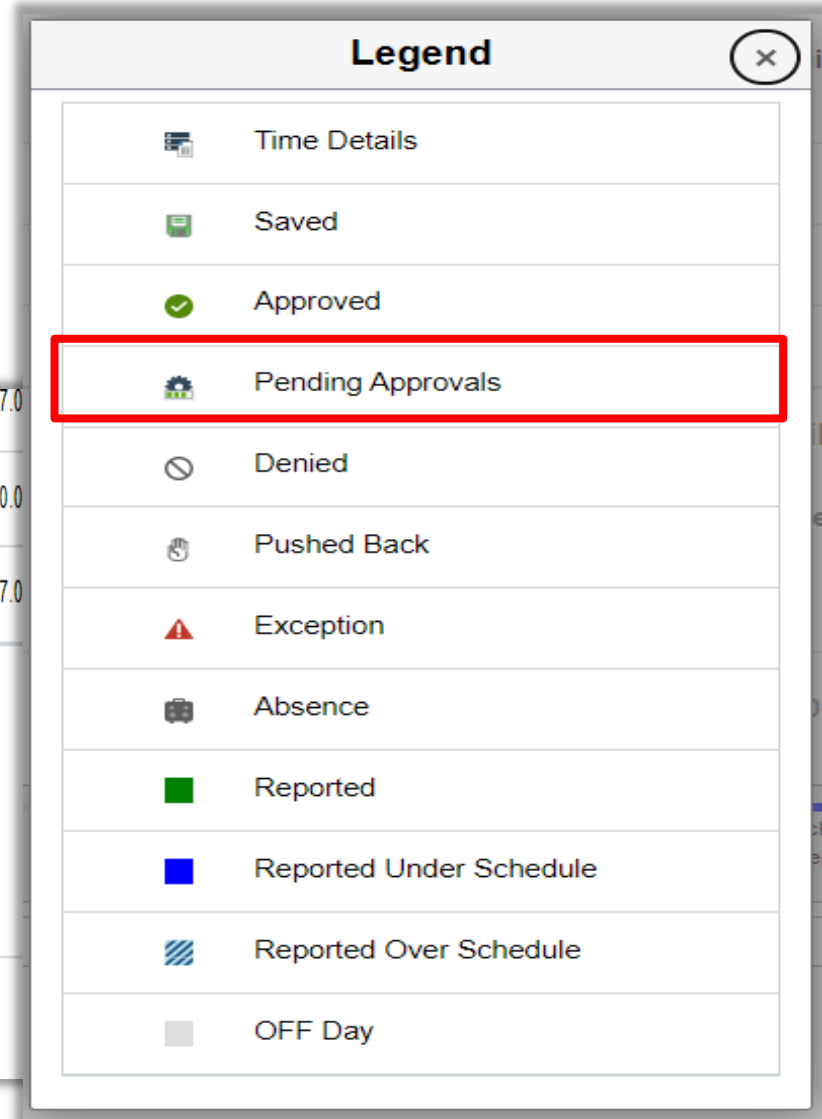
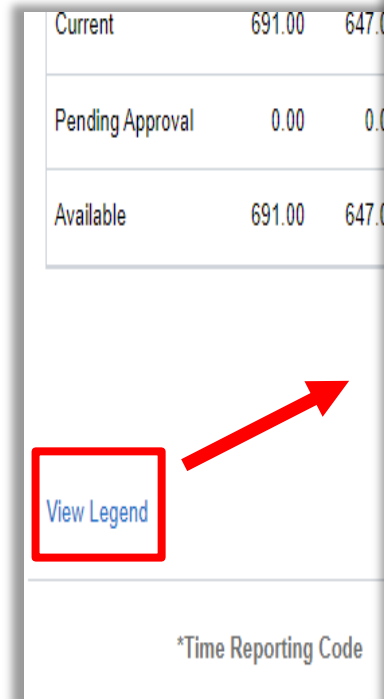
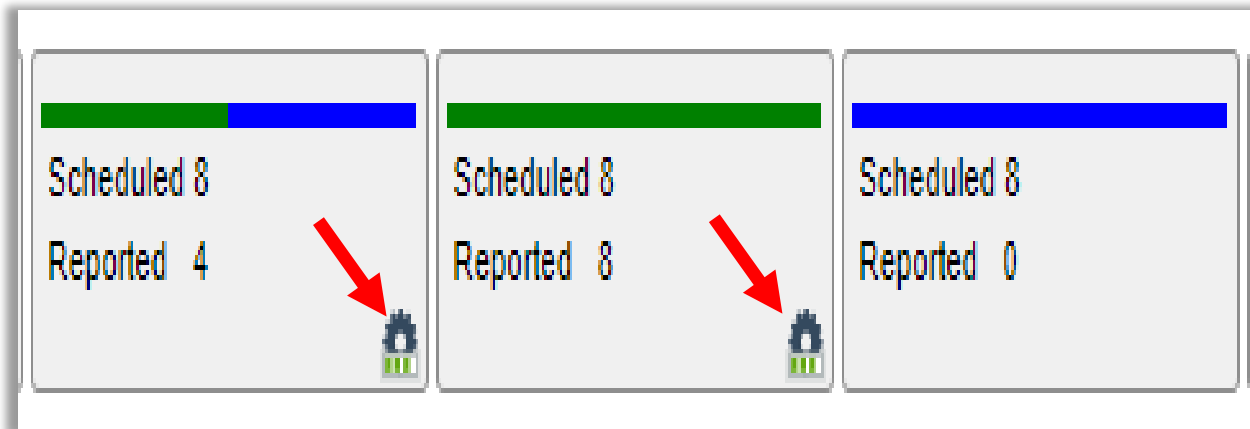
[View Legend](#) [Submit](#)

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	31-Thursday	1-Friday	2-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	NA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[View Leave Balances](#)

Reviewing Timesheet Components- View Legend

- Certain timesheet actions, such as submitting time for approval, will cause a small symbol to appear in the bottom right corner of the schedule area of the timesheet.
- To see what the symbol represents, click on 'View Legend.' A pop-up window will open which includes all symbols and their meanings.



Reviewing Timesheet Components- TRCs

- To make a timesheet entry, start by clicking the drop-down list in the 'Time Reporting Code' column.
- This list contains all TRCs available for use.
- Select the appropriate code for the type of time used.

My Time and Leave

Name: Francie Train087 Company/Paygroup: 087 / MON State Service Effective Date: 09/01/2019
Empl ID: 70871000527 0 Department: 1000 Manager: Luna Train087
Job Title: Admin Assnt II

Leave Balance Summary

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	Disaster Comp Exp in 18 Months	Employee Donated Sick Leave	Family Leave Pool
Current	696.00	654.00	63.75	7.00	12.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00
Pending Approval	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	0.00	0.00	0.00	0.00
Available	684.00	654.00	63.75	7.00	12.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00

27 March - 2 April 2022
Weekly
Scheduled 40.00 | Reported 0 Hours

Submit

27-Sunday	28-Monday	29-Tuesday	30-Wednesday	31-Thursday	1-Friday	2-Saturday	Status
Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	NA

Time Reporting Codes (TRCs) List:

- 12CPT - 12 NonExe Disaster Taken
- 18CPT - 18 Exempt Disaster Taken
- ADMLT - Administrative Leave Taken
- ADOGT - Assistance Dog Training
- AGYHW - Hrs Workd on Agency Holiday
- ANLVT - Annual Leave Taken
- AROLT - Amateur Radio Operator Leave
- COMPT - Compensatory Time Taken
- DNRBL - Blood Donor
- DNRBM - Bone Marrow Donor
- DNROG - Organ Donor
- EDACT - Educational Activities
- EDSLT - Donated Sick Leave Taken
- EDULV - Education Leave
- EMGDT - Emergency Death Leave
- EMGFT - Emergency Facility Closure
- EMGNY - Emergency Leave
- EMGWT - Emergency Weather Leave
- EMTTR - Volunteer EMT Training

[View Leave Balances](#)

Reviewing Timesheet Components- Reporting Time

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="ANLVT - Annual Leave Taken"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- In this example, the ANLVT Time Reporting Code was used to enter hours of Annual Leave Taken.
- After selecting a TRC, simply enter the hours in the field for the date they were used.
- Please note that CAPPs uses decimals, not minutes, for time reporting.
- Tab out of the field and the colored bar for that day will change from blue to green based on the number of hours reported.

Reviewing Timesheet Components- Adding a Row

- Only one TRC can be assigned to a row. When multiple types of time are used in a week, a new line will need to be added for each additional TRC.
- Scroll to the right side of the timesheet and click the '+' symbol to add a new row.

The screenshot displays a timesheet interface. At the top, there is a 'Submit' button. Below it, a table shows the current row being edited. The table has columns for dates (25-Friday, 26-Saturday), Status, Override Reason, Task, Labor Account Code, FMLA/ Parental/ Mlty ID, and Comments. A red arrow points to a '+' button on the right side of the row, indicating where to click to add a new row.

Below this, a weekly timesheet for '20 March - 26 March 2022' is shown. The weekly summary indicates 'Scheduled 40.00 | Reported 0 Hours'. The table below shows the daily breakdown of time reporting codes (TRC) for each day. A red box highlights a new row being added at the bottom of the table, with a dropdown menu open for selecting a TRC. The first row in the table shows 'ANLVT - Annual Leave Taken' selected for the 20th of March.

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
ANLVT - Annual Leave Taken	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	NA
		8.00						NA

Reviewing Timesheet Components- Deleting a Row




25-Friday	26-Saturday	Status	Override Reason	Task	Labor Account Code	FMLA/ Parental/ Mlty ID	Comments		
<input type="text" value="Scheduled 8
Reported 0"/>	<input type="text" value="Scheduled OFF
Reported 0"/>	NA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	NA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Are you sure you want to delete this row of reported time for the period 2022-03-20 - 2022-03-26?

- If a new row is added by mistake or is no longer needed, click the '-' to remove the row.
- A system message will pop-up asking for confirmation before the row is removed.

Reviewing Timesheet Components- Remaining Fields

- Override Reason Codes (ORC) are agency-specific and can be used to better identify or define an employee's time entry.
- The Task field is for agencies to identify or define another level of an employee's time entry.
- The Labor Account Code field is used by some agencies to further define time allocated for special purposes.
- The FMLA/Parental/Mlty IDs are used to designate the Event number when an employee is out on any of these leaves.
- Comments are optional but can be used if any additional explanation is needed.

Status	Override Reason	Task	Labor Account Code	FMLA/ Parental/ Mlty ID	Comments		
NA	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
NA	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Reviewing Timesheet Components- View Leave Balances

- Clicking the ‘View Leave Balances’ link under the TRC field will open the Leave Balances page.
- The Leave Balances page displays all Comp Time plans, balances, earned hours, adjustments, hours taken, and expiring hours.
- Click on any of the Leave Types to see additional details.

Leave Balances
Luna Train064
Director III
[Return to Employee Timesheet](#)

Leave Type	Recorded Balance	Minimum Allowed	Maximum Allowed	As of Date
Administrative Leave	22.00	0		02/28/2022
Annual Leave	691.00	0		02/28/2022
FLSA Overtime	0.00	0		02/28/2022
Compensatory Time	20.00	0		02/28/2022
Disaster Comp Exp in 18 Months	0.00	0		02/28/2022
Disaster Comp Exp in 12 Months	0.00	0		02/28/2022
Employee Donated Sick Leave	0.00	0		
Extended Sick Leave	0.00	0		
Fitness Leave	0.00	0		02/28/2022
Family Leave Pool	0.00	0		02/28/2022
Holiday Comp	13.00	0		02/28/2022
Military Leave	0.00	0		02/28/2022
Sick Leave Pool	0.00	0		02/28/2022
Special Leave	8.00	0		02/28/2022
Wellness Leave	8.00	0		02/28/2022

View Legend

*Time Reporting Code	20-Sunday	21-Monday
Scheduled OFF	Reported 0	Reported 8

ANLVT - Annual Leave Taken

[View Leave Balances](#)

Reviewing Timesheet Components- Detailed Leave Balance View

Leave Balances

Luna Train064

Director III

[Return to Leave Balances](#)

Today's Date 02/28/2022

Last Update 02/25/2022

Leave Time Off Plan Compensatory Time

Beginning Fiscal Year Balance 33.500000

Earned Fiscal Year to Date Balance 19.000000

Taken Fiscal Year to Date Balance 0.000000

Adjusted Fiscal Year to Date Balance -32.500000

Pending Approval 0.000000

Available Balance 20.000000

Leave Information

9 rows

Expiration Date <input type="text"/>	Number of Hours Expiring <input type="text"/>
03/05/2022	1.000000
01/07/2023	4.000000
01/14/2023	1.500000
01/15/2023	3.000000
01/28/2023	4.000000
02/04/2023	0.500000
02/05/2023	2.000000
02/11/2023	2.000000
02/19/2023	2.000000

The Taken Fiscal Year to Date Balance includes ALL approved timesheet entries in the current fiscal year.
The Earned Fiscal Year to Date Balance includes Approved timesheet entries in the current fiscal year less than or equal to today's date.

- In this example, we clicked on Compensatory Time to view more details.
- This detailed view provides a breakdown of the time balances earned, taken, adjusted, pending approval, and available.
- The Expiration Date and Number of Hours Expiring will be displayed at the bottom of this page, if applicable.

Enter Additional Hours Worked (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 8 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 12	Scheduled 8 Reported 9	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="REGHR - Regular Hours Worked"/>	<input type="text"/>	<input type="text" value="10.00"/>	<input type="text" value="12.00"/>	<input type="text" value="9.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- When adding additional hours worked, enter scheduled hours **PLUS** the additional hours worked.
- The system will automatically calculate the hours and convert to overtime or comp time based on FLSA designation.

Enter Time for Flex Schedule (Exception Time Reporter)

20 March - 26 March 2022
Weekly
Scheduled 40.00 | Reported 8 Hours

View Legend Submit

Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 8	
<input type="text" value="FLEXS - Flexing Schedule"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA
<input type="text" value="REGHR - Regular Hours Worked"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	NA

20 March - 26 March 2022
Weekly
Scheduled 40.00 | Reported 8 Hours

View Legend Submit

Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 8	
<input type="text" value="FLEXS - Flexing Schedule"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA
<input type="text" value="REGHR - Regular Hours Worked"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	NA

- When flexing time, the TRC **FLEXS** as well as **REGHR** need to be used to ensure pay and comp/overtime is accurate.
- FLEXS is used on the date the user is scheduled to work.
- REGHR is used on the date the user actually worked.

Submitting Time for Flex Schedule (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 8 Hours

[View Legend](#)

Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 8	
FLEXS - Flexing Schedule		8.00						NA
REGHR - Regular Hours Worked							8.00	NA

Submit

Warning -- FLEXS (Flexing Schedule) Time is entered on 2022-03-21.
Flexed hours must be made up during the same FLSA workweek. If the Flexed hours are not accounted for by working additional hours (REGHR) during the same FLSA week, a pay dock may occur.

- When Flex time is submitted, a system warning will pop-up as a reminder that FLEXS hours must be made up within the same FLSA workweek.
- If used incorrectly, pay could be docked for the week.

Entering Annual Leave Taken (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
ANLVT - Annual Leave Taken ▼		8.00						NA

[View Leave Balances](#)

- The **ANLVT** Time Reporting Code is used to represent Annual Leave Taken.
- Once submitted, the leave will show up in the Pending Approval row of the Leave Balance Summary and subtracted from the Available Balance.

Entering Sick Time Taken (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 4	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="SICKT - Sick Leave Taken"/>	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- The **SICKT** Time Reporting Code is used to represent Sick Leave Taken.
- Once submitted, the leave will show up in the Pending Approval row of the Leave Balance Summary and subtracted from the Available Balance.

Entering Regular Comp Time Taken (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 6	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
COMPT - Compensatory Time Taken ▼	<input type="text"/>	<input type="text"/>	<input type="text" value="6.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- The **COMPT** Time Reporting Code is used to represent Compensatory Time Taken.
- Once submitted, the leave will show up in the Pending Approval row of the Leave Balance Summary and subtracted from the Available Balance.

Entering FLSA Overtime Taken (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 6	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="FLSAT - Banked Overtime Taken"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- The **FLSAT** Time Reporting Code is used to represent FLSA Overtime Taken.
- Once submitted, the leave will show up in the Pending Approval row of the Leave Balance Summary and subtracted from the Available Balance.

Entering Leave Without Pay Taken (Exception Time Reporter)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#)

*Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="LWPEO - Leave Without Pay - Employee"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- If no leave is available, the **LWPEO** Time Reporting Code is used to represent general Leave Without Pay Taken.
- There are several Leave Without Pay TRCs, so be sure to select the option appropriate for the situation.

Entering Time Worked on a Scheduled Holiday (All Time Reporters)

◀ 29 May - 4 June 2022 ▶
Weekly
Scheduled 40.00 | Reported 8 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	29-Sunday	30-Monday	31-Tuesday	1-Wednesday	2-Thursday	3-Friday	4-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
REGHW - Reg Hrs Worked on Holiday ▼		8.00						NA

[View Leave Balances](#)

- The **REGHW** TRC is used to represent time worked on a scheduled holiday. (Ex. Memorial Day, Thanksgiving, Christmas.)
- *Both Exception Time Reporters and Positive Time Reporters need to enter this time, otherwise Holiday Comp Time will not be earned.

Entering Time Worked on an Agency Holiday (All Time Reporters)

◀ 10 April - 16 April 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	10-Sunday	11-Monday	12-Tuesday	13-Wednesday	14-Thursday	15-Friday	16-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled OFF Reported 0	
AGYHW - Hrs Workd on Agency Holiday ▼						8.00		NA

[View Leave Balances](#)

- The **AGYHW** TRC is used to represent time worked on an agency holiday.
- *Both Exception Time Reporters and Positive Time Reporters need to enter this time, otherwise Holiday Comp Time will not be earned.

Entering Time Worked on a Holiday- Over Scheduled Hours

◀ 29 May - 4 June 2022 ▶
Weekly
Scheduled 40.00 | Reported 10 Hours

[View Legend](#) [Submit](#)

*Time Reporting Code	29-Sunday	30-Monday	31-Tuesday	1-Wednesday	2-Thursday	3-Friday	4-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 10	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
REGHR - Regular Hours Worked	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA
REGHW - Reg Hrs Worked on Holiday	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- If any employee works over their scheduled hours on a holiday, the **additional** hours worked would then be coded to REGHR.
 - Example –employee works 10 hours but is only **scheduled for 8 hours**. Timesheet should reflect: 8.00 hours REGHW, and 2.00 hours REGHR.
- If a holiday is **not worked**, no leave should be entered **unless** the employee is scheduled beyond 8 hours. Employees scheduled beyond 8 hours will have the additional hours automatically deducted from their available leave balance through the CAPPS Holiday Cascade process.

Entering Time Worked on a Holiday- Non-Standard Schedules

29 May - 4 June 2022
Weekly
Scheduled 40.00 | Reported 0 Hours

View Legend

Time Reporting Code	29-Sunday	30-Monday	31-Tuesday	1-Wednesday	2-Thursday	3-Friday	4-Saturday
REGHW - Reg Hrs Worked on Holiday	Scheduled OFF Reported 0	Scheduled 10 Reported 10	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
REGHR - Regular Hours Worked		8.00					
		2.00					

Override Schedule View Leave Balances

- If an employee is authorized for 8 hours on a holiday but is **scheduled for 10 hours** and physically works 10 hours, then the employee should enter 8 hours **REGHW** and 2 hours of **REGHR**.

29 May - 4 June 2022
Weekly
Scheduled 40.00 | Reported 2 Hours

View Legend

*Time Reporting Code	29-Sunday	30-Monday	31-Tuesday	1-Wednesday	2-Thursday	3-Friday	4-Saturday
ANLVT - Annual Leave Taken	Scheduled OFF Reported 0	Scheduled 10 Reported 2	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
		2.00					

Override Schedule View Leave Balances

- If this same employee does not work on the holiday, they need to enter 2 hours of leave on the holiday. CAPPS will automatically deduct available leave up to 2 hours or create an exception if 2 hours of leave is not available.
- Note: The available leave must be from one leave type.

Entering Time on a Non-Scheduled Holiday

◀ 29 May - 4 June 2022 ▶
Weekly
Scheduled 40.00 | Reported 4 Hours

[View Legend](#) Submit

*Time Reporting Code	29-Sunday	30-Monday	31-Tuesday	1-Wednesday	2-Thursday	3-Friday	4-Saturday	Status
	Scheduled OFF Reported 0	Scheduled OFF Reported 4	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled 10 Reported 0	Scheduled OFF Reported 0	
REGHR - Regular Hours ▾	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AP

- If a holiday falls on a day an employee is not scheduled and the employee physically works the holiday, then the employee will enter their hours worked with the TRC REGHR.
- This will result in the employee banking comp time for the hours worked.
- The employee will also earn COMPH in their comp time leave balance to account for holiday hours they are eligible for. This will allow them to take the hours for the holiday on another day (Holiday Bank).

Entering Optional Holiday Time Taken and Work a Holiday (All Time Reporters)

◀ 27 March - 2 April 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#)

*Time Reporting Code	27-Sunday	28-Monday	29-Tuesday	30-Wednesday	31-Thursday	1-Friday	2-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
<input type="text" value="OHCPT - Optional Holiday Comp Ta"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	NA

[View Leave Balances](#)

- The **OHCPT** Time Reporting Code is used to represent time taken off for an Optional Holiday.
- *Both Exception Time Reporters and Positive Time Reporters need to enter this time.
- If an Optional Holiday is taken off, the employee must work the next Skeleton Crew Holiday to make up the time.

Allocating Hours Worked to Labor Account Codes (LACs)

◀ 20 March - 26 March 2022 ▶
Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) Submit

Time Reporting Code	20-Sunday	21-Monday	22-Tuesday	23-Wednesday	24-Thursday	25-Friday	26-Saturday	Status
	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled OFF Reported 0	
REGHR - Regular Hours Worked ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	NA
REGHR - Regular Hours Worked ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	NA

- If a user's role requires them to track the number of hours worked on different projects, a LAC will need to be used on the timesheet. These codes should be provided by a manager.
- The TRC **REGHR** should be used for hours worked on the projects and a separate row is needed for each LAC used.
- In this example, the employee split their time between two projects on Thursday and spent all day on Wednesday working on a single project.

Allocating Hours Worked to Labor Account Codes (LACs) Continued

	24-Thursday	25-Friday	26-Saturday	Status	Override Reason	Task	Labor Account Code	FMLA/ Parental/ Mity ID
	Scheduled 8 Reported 8	Scheduled 8 Reported 0	Scheduled OFF Reported 0					
8.00	4.00			NA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4.00			NA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Scroll to the right side of the page to see the Labor Account Code column and click on the magnifying glass icon to open a list of the LACs available for use.
- Applicable LACs for the agency will be listed in the search results.

Allocating Hours Worked to Labor Account Codes (LACs) Continued

The screenshot shows a 'Lookup' window with a search bar and a table of results. The table has columns for Account Code, Description, Direct Charge, Account, Department ID, Project ID, Product ID, Fund Code, Program Code, Class Field, Affiliate, and Set ID. Two rows are highlighted with red boxes: '065_3000_0001_62003 HR' and '065_4000_0001_62004 IT'. An 'Override Reason' dialog box is overlaid on the table, with a red arrow pointing from the '065_3000_0001_62003' row to the dialog. The dialog has columns for Override Reason, Task, Labor Account Code, and FMLA/ Parental/ Mity ID. Two rows in the dialog have the Labor Account Code field populated with '065_3000_0001_6200' and '065_4000_0001_6200', both highlighted with red boxes.

Account Code	Description	Direct Charge	Account	Department ID	Project ID	Product ID	Fund Code	Program Code	Class Field	Affiliate	Set ID
065_2000_0001_62666	State Match OASDI			2000			0001		62666		06500
065_2000_0001_62777	State Match Retirement			2000			0001		62777		06500
065_2000_0001_62888	State Match Insurance			2000			0001		62888		06500
065_3000_0001_62003	HR			3000			0001		62003		06500
065_3000_0001_62666	State Match OASDI			3000							
065_3000_0001_62777	State Match Retirement			3000							
065_3000_0001_62888	State Match Insurance			3000							
065_4000_0001_62004	IT			4000							

Override Reason	Task	Labor Account Code	FMLA/ Parental/ Mity ID
		065_3000_0001_6200	
		065_4000_0001_6200	

- Click on the Account Code for the project and it will populate the Labor Account Code field on the timesheet.
- This process will need to be repeated for each row where an LAC is needed.

Certifying Employee Time

The screenshot displays the 'Employee Self Service' interface with a red header bar containing a back arrow and the text 'Employee Self Service' on the left, and 'My Time and Leave' on the right. A left-hand navigation menu lists several options: 'Report Time', 'Time Summary', 'Payable Time', 'Leave Balances', 'Time Certification' (highlighted with a red border), 'Leave Balance Detail Report', 'Employee Monthly Time Report', and 'TX FMLA Balance Inquiry'. The main content area is titled 'Time Certification' and contains the following information: 'Employee ID: 70641000058', 'Name: Luna Train064', 'Certification Month:' followed by two checkboxes labeled 'Federally Funded' and 'Certification Required', and a large empty text box labeled 'Instructional Text'. Below these fields are the labels 'Certified By:' and 'Date/Time Stamp:'. At the bottom of the form is a button labeled 'E-Sign & Certify', which is highlighted with a red border and has a red arrow pointing to it from the right.

- An agency may require its employees and contingent workers to complete an Employee Time Certification. This is generally done monthly for the prior month.
- To certify time, navigate to the Time Certification page in the left menu and click on 'E-Sign & Certify'.

Timesheet Status

Hours entered on the timesheet go through several stages as they get ready to be processed by payroll. After an employee enters hours on a timesheet, and selects 'Submit,' the timesheet moves through the following stages:

- **Needs Approval (NA)**- The hours are waiting for the manager to approve or correct.
- **Approved (AP)**- After the manager has approved the hours.
- **Submitted (SB)**- Once the manager approves the hours, the reported hours are processed by Time Administration and sent to payroll.

Once a time entry is Approved (AP) or Submitted (SB) status, the hours are grayed out on the timesheet and cannot be changed by the employee. If a manager modifies the requested hours, the employee will need to re-enter the correct hours on a new line.

Time Summary

Employee Self Service | My Time and Leave

Empl ID 70691000206
Empl Record 0
Job Title Admin Assnt III

*View By: **Period** (dropdown menu open with options: Bi-Weekly, Monthly, Period, Weekly)

1 May - 31 May 2022
Scheduled 176.00 | Reported 30 Hours

Reported Time | Payable Time | View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Off Day Scheduled: Off Reported: 0 Hours	2 Scheduled: 8 Hours Reported: 0 Hours	3 Sick Leave Taken - 8 Hours Scheduled: 8 Hours Reported: 8 Hours	4 Scheduled: 8 Hours Reported: 0 Hours	5 Annual Leave Taken - 8 Hours Scheduled: 8 Hours Reported: 8 Hours	6 Scheduled: 8 Hours Reported: 0 Hours	7 Off Day Scheduled: Off Reported: 0 Hours
8 Off Day Scheduled: Off Reported: 0 Hours	9 Scheduled: 8 Hours Reported: 0 Hours	10 Scheduled: 8 Hours Reported: 0 Hours	11 Scheduled: 8 Hours Reported: 0 Hours	12 Scheduled: 8 Hours Reported: 0 Hours	13 Scheduled: 8 Hours Reported: 0 Hours	14 Off Day Scheduled: Off Reported: 0 Hours
15 Off Day Scheduled: Off Reported: 0 Hours	16 Regular Hours Worked - 10 Hours Scheduled: 8 Hours Reported: 10 Hours	17 Scheduled: 8 Hours Reported: 0 Hours	18 Scheduled: 8 Hours Reported: 0 Hours	19 Administrative Leave Taken - 4 Hours Scheduled: 8 Hours Reported: 4 Hours	20 Scheduled: 8 Hours Reported: 0 Hours	21 Off Day Scheduled: Off Reported: 0 Hours

MAY 20 Friday
Total Reported: [blank]
Time Reporting Code: [blank]
Actions

- The Time Summary page displays a monthly overview of employee time.
- Calendar defaults to the current month and begins on the first, regardless of the day of the week.
- View can be changed to Weekly or Bi-Weekly using the ‘View By’ menu.
- Click on the date or the arrows to the left or right of the date range to view a different month.

Time Summary Continued

The screenshot displays a calendar interface for time tracking. The calendar grid shows dates from 15 to 31. Date 16 is selected and highlighted in blue, with a red arrow pointing to it. Below the calendar, a summary bar for May 16 (Monday) is highlighted with a red border. It shows 'Total Reported: 10 Hours' and 'Time Reporting Code: Regular Hours Worked - 10 Hours'. To the right of the summary bar is an 'Actions' button. A 'More Actions' menu is open, showing 'Edit Time' and 'View Exceptions' options, with a red arrow pointing to the 'View Exceptions' option.

- Clicking a date on the calendar will summarize timesheet entries for the selected date at the bottom of the page.
- From the summary, the timesheet can be accessed for edits by clicking the 'Actions' button and selecting 'Edit Time'.
- If the selected date has an exception, an option to 'View Exceptions' will appear in the More Actions menu.

Employee Monthly Time Report

Employee Self Service | My Time and Leave

Report Time

Time Summary

Payable Time

Leave Balances

Time Certification

Leave Balance Detail Report

Employee Monthly Time Report

TX FMLA Balance Inquiry

Employee Monthly Time Report

Click the Run Report button to create your report. The report may take a few minutes to generate and will open in a new window.

Empl ID 70641000058

*As Of Date 03/31/2022

Run Report

- The Employee Monthly Time Report displays all beginning and ending balances for all leave types.

- This report can be run at any time during the current month for the previous month's data.

capps
Centralized Accounting and Payroll/Personnel System

Texas Baseline Agency 064
Employee Monthly Time and Leave Report
As Of 03/31/2022

Page: 1 of 3
Run Date: 3/17/2022
Run Time: 14:46:01
Report ID: ASTL1004

Company: 064 Employee ID: 70641000056 FLSA Status: Nonexempt Workgroup: 064NONEHSU
Business Unit: 06400 Employee Record: 0 STD Hours / FTE% Time: 40 / 1.000000 Agency Employment Date: 09/01/2019
Department: 5000 Employee Name: Train064, Francie G Regular Shift: N Annual Leave Eligibility Date: 02/29/2020
Employee Status: Active Work Schedule: TX_40_0888880 Total Months of Service for Accruals: 30.00

Leave Balances by Leave Type

Leave Type	Annual Leave	Sick Leave	FLSA OverTime	Regular CompTime	Holiday CompTime	Optional Holiday	Sick Leave Pool	Extended Sick Leave	Admin Leave	Fitness Leave	Wellness Leave	Special Leave
Beginning Balance	696.00	654.00	63.75	7.00	12.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00
Accrued/Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taken Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjusted Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lost Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balance	696.00	654.00	63.75	7.00	12.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00

Leave Balances by Leave Type

Leave Type	Military Leave	Disaster 12 Comp	Disaster 18 Comp	Donated Sick Leave	24 Month Compensatory Time	Physical Readiness Training	Contract PTO	Expedited Air	Legislative Compensatory Time	FFCRA Paid Sick Leave	Family Leave Pool
Beginning Balance	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accrued/Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taken Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

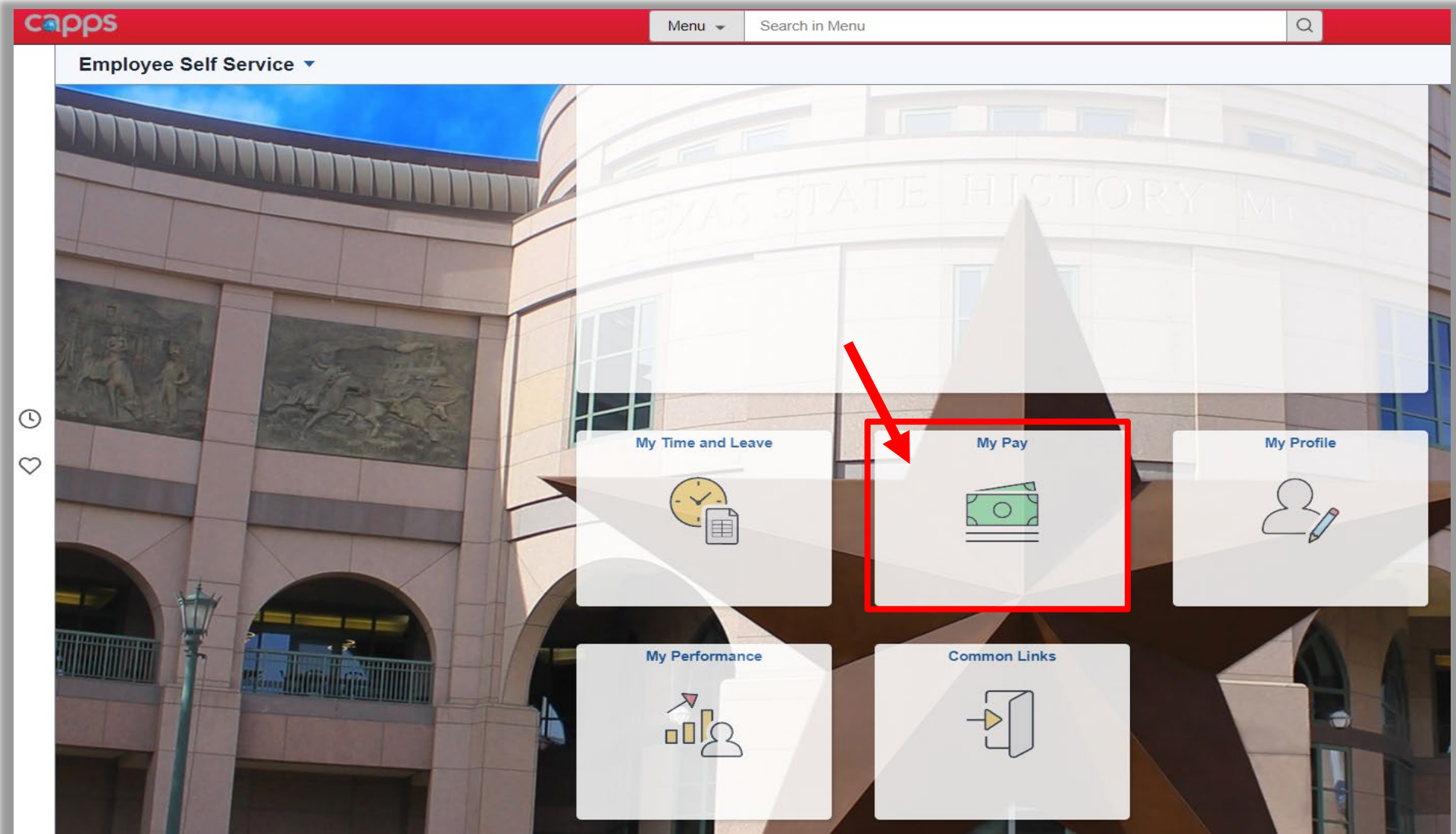


Section 2

My Pay

Employee Self Service- My Pay Tile Navigation

- From the Employee Self Service dashboard, click on the 'My Pay' tile.
- This is where employees will go to view their paychecks, view compensation history, print tax documents, etc.



Employee Self Service- My Pay Menu



- **Paychecks-** Allows users to view and print their earnings statement.
- **W-4 Tax Information-** Allows users to view/modify W-4 Withholding Certificate.
- **W-2/W-2c Consent-** Allows users to consent to receiving electronic W-2 Forms.
- **View Form 1095-C-** Allows users to view 1095-C forms.
- **View Form 1095-C Consent-** Allows users to consent to receiving electronic 1095-C forms.
- **View W-2/W-2c Forms-** Allows users to view/print electronic W-2 forms.
- **Voluntary Deductions-** Allows users to add/modify deductions.
- **View/Edit Direct Deposit-** Allows users to view/edit direct deposit information.
- **View Compensation History-** Allows users to view job/pay change history.
- **Charity Deductions-** Allows users to add/modify charitable deductions.

View Earnings Statement (Paycheck)

Employee Self Service My Pay 🏠

Paychecks

W-4 Tax Information
W-2/W-2c Consent
View Form 1095-C

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay
10/01/2013	Texas Baseline Agency 052	09/01/2013 09/30/2013	\$11374.61

- CAPPS keeps a digital record of the earnings statements generated through the system.
- To view an earnings statement, click on 'Paychecks' in the left menu if it is not selected already. There will be a list of recent paychecks including the check date and payment amount.
- To filter by a specific date range, click on the funnel icon and input the desired dates.
- Click on the row of the desired check to view more details.

View Earnings Statement (Paycheck) Continued

View Paycheck							
Test BRP2							
Company Texas Baseline Agency 052				Net Pay \$11,374.61			
Address 600 S Maple St				Pay Begin Date 09/01/2013			
Austin, TX 78701				Pay End Date 09/30/2013			
				Check Date 10/01/2013			
General							
Name Test BRP2				Business Unit 52100			
Employee ID 0000000194				Pay Group T52 Monthly Pay Group			
Address 7892 Pay Ave				Department 1003 - Executive Admin - 1.3			
Austin, TX 78722				Location 6003 - 789 Turtle Blvd			
				Job Title Administrative Assistant V			
				Pay Rate \$3,020.91 Monthly			
Tax Data							
Fed Tax Status Married				TX Tax Status Not applicable			
Fed Allowances 5				W/H Allows 0			
Fed Addl Percent 0.000				TX Addl Percent 0.000			
Fed Addl Amount \$52.25				TX Addl Amount \$0.00			
Paycheck Summary							
Period	Gross Earnings	Fed Taxable Gross	Oasdi Taxable Gross	Med Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	15,029.80	14,029.80	0.00	15029.80	2,655.19	1,000.00	11,374.61
YTD	15,745.73	14,745.73	0.00	15745.73	2,850.99	1,000.00	11,894.74
Earnings				Taxes			
Description	Hours	Amount	YTD Amount	Description	Amount	YTD Amount	
Base Pay	368.00	5,941.82	14,904.55	Fed Withholding	2,301.99	2,480.97	

- The View Paycheck page will open. This is a detailed earnings statement for the selected row.
- The paycheck can be printed by right clicking and selecting 'Print.'
- Creating the PDF Earnings Statements is a step performed by the Payroll Officer during the payroll process.

View Compensation History

Employee Self Service

My Pay

Compensation History

Replacement Manager Change1

From: 01/01/1900

To Date: 03/21/2022

[Refresh Data](#)

Employee Job Information

Employee ID: 00000000238
Department: Operations Admin
Job Title: Director II
Payroll Status: Active

Salary History

Date of Change	Job Title	Company	Empl Status	Department	Action	Reason	Annual Salary	Compensation per Frequency
09/01/2021	Director II	T32	Active	Operations Admin	Data Chg	FY 22 Conversion	112,382.280	9,365.190000 Monthly
09/01/2020	Director II	T32	Active	Operations Admin	Data Chg	FY 21 Conversion	112,382.280	9,365.190000 Monthly
09/01/2019	Director II	T32	Active	Operations Admin	Data Chg	FY 20 Conversion	112,382.280	9,365.190000 Monthly
09/01/2018	Director II	T32	Active	Operations Admin	Data Chg	FY 19 Conversion	112,382.280	9,365.190000 Monthly
09/01/2017	Director II	T32	Active	Operations Admin	Data Chg	FY18 Conversion	112,382.280	9,365.190000 Monthly
09/01/2016	Director II	T32	Active	Operations Admin	Data Chg	FY 17 Conversion	112,382.280	9,365.190000 Monthly

- The Compensation History page allows employees to view promotion, data, and pay rate changes.
- Click the View Compensation History link.
- Compensation History is displayed according to the entries in the From and To Date fields.
- Enter the desired date range by typing in the 'From' and 'To Date' fields or by clicking on the calendar icons.
- Click the 'Refresh Data' button. This will retrieve any new information for the selected dates.

View Compensation History Continued

Salary History

Date of Change	Job Title	Company	Empl Status	Department	Action	Reason	Annual Salary	Compensation per Frequency	
09/01/2021	Director II	T32	Active	Operations Admin	Data Chg	FY 22 Conversion	112,382.280	9,365.190000	Monthly
09/01/2020	Director II	T32	Active	Operations Admin	Data Chg	FY 21 Conversion	112,382.280	9,365.190000	Monthly
09/01/2019	Director II	T32	Active	Operations Admin	Data Chg	FY 20 Conversion	112,382.280	9,365.190000	Monthly
09/01/2018	Director II	T32	Active	Operations Admin	Data Chg	FY 19 Conversion	112,382.280	9,365.190000	Monthly
09/01/2017	Director II	T32	Active	Operations Admin	Data Chg	FY18 Conversion	112,382.280	9,365.190000	Monthly
09/01/2016	Director II	T32	Active	Operations Admin	Data Chg	FY 17 Conversion	112,382.280	9,365.190000	Monthly

- To view details of a specific action, click on the 'Date of Change' link for the transaction.

View Compensation History Continued

TX Compensation History

Compensation History
Salary Change Details

Name:
Test Employee MMM

Date of Change: 12/01/2013

Salary Change Summary

	Description	Short Description
Current Salary:	0.000 USD	0.000 USD
Change:	0.000 USD	0.000 USD
Change Percent:	5.076	5.076
New Salary:	18,629.993 USD	0.000 USD

Job Information

Salary Plan: A
Salary Grade: 09
Step: 0

Salary Components

Component	New Amount			Change Amount		Change Percent
Base Salary	2,069.999200 USD		Monthly	100.000000 USD		5.076

[Return to Compensation History](#)

- If the selected action is pay impacting, the Salary Change Details page will calculate the change percentage and new salary as well as display the new job information.
- This example shows details about a Merit Increase including the effective date, change percentage, and new salary.

View/Edit Direct Deposit

Direct Deposit

Accounts

Payment Method	Routing Number	Account Number	Account Type
Direct Deposit	011000015	987654	Checking

Direct Deposit Exempt

Direct Deposit Exempt No

Exempt Reason

Save

- To view/edit direct deposit information, click on the 'View/Edit Direct Deposit' tab. Current direct deposit information will display.
- To view details, click on the account type listed. Account type will either be savings or checking.

View/Edit Direct Deposit Continued

Edit Account

Bank

Routing Number 011000015

Account Number 987654

Retype Account Number

Pay Distribution

*Account Type Checking

International ACH Bank Account

No Yes

* I authorize the state agency that issues my state of Texas payments via the Texas Comptroller of Public Accounts to electronically deposit my payments to my financial institution. I understand that any payments deposited in error to my account will be reversed by the agency that issues my state of Texas payments via the Texas Comptroller of Public Accounts. I further understand that the agency that issues my state of Texas payments and 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.)

- The 'Edit Account' screen will pop-up. This page allows employees to modify their routing number, account number, and account type if necessary.
- Please note that in CAPPs there can only be one account set up for direct deposit.
- Users should **NEVER** select 'Yes' for the International Bank Account Option. If 'Yes' is selected, Direct Deposit is inactivated, and will lock the user out.
- Change slider to 'Yes' to authorize the deposit of payments into the account.
- Click the 'Save' button to submit changes.

Voluntary Deductions

- Employees can opt to deduct a flat amount from a paycheck to be direct deposited at a Credit Union.
- These deductions can begin or end whenever the employee chooses.
- Deductions can be automatically stopped by setting a total maximum amount to be deducted.
- There is no limit to the number of voluntary deductions however there can be no more than three (3) deductions per deduction type.

Charitable Deductions

- Charitable Deductions can only be established during open enrollment.
- Employees elect a charitable institution from a predetermined list in the program.
- After open enrollment has closed, charitable deductions cannot be added until the next election period. However, employees can edit the dollar amount elected to give.
- Employees can have up to three (3) deductions.

Update Voluntary Deductions

Employee Self Service My Pay

Paychecks
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View Form 1095-C
Form 1095-C Consent
View W-2/W-2c Forms
Voluntary Deductions
View/Edit Direct Deposit

Voluntary Deductions

Replacement Manager Change1
Texas Baseline Agency T32

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
				\$0.00		

[Add Deduction](#)

- To view/add/edit voluntary deductions, click on the 'Voluntary Deductions' tab.
- In this example, the employee has not yet added any voluntary deductions. To add a new deduction, click the 'Add Deduction' button.

Update Voluntary Deductions Continued

Voluntary Deductions

Add Voluntary Deduction

Replacement Manager Change1
Texas Baseline Agency T32

*Type of Deduction

*Enter Amount to be deducted.

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

* Required Field

[Return to Voluntary Deductions](#)

A deduction will be taken from your next payment, is this correct? (32000,72)

- Use the magnifying glass icon in the ‘Type of Deduction’ field to search for the desired deduction type.
- Enter the desired amount to be deducted per pay cycle.
- Option 1 should be used if an employee wants deductions to stop based on a “goal amount” or the total amount to be deducted.
- Option 2 should be used if an employee wants deductions to continue until a specified date.
- Click ‘Submit’ to save the deduction.
- A message will pop up to make sure the changes are correct. Click ‘OK’ to save.

Update Voluntary Deductions Continued

Voluntary Deductions

Replacement Manager Change1

Texas Baseline Agency T32

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
CrUn-Access CU	03/21/2022	03/21/2025	Currently	\$100.00		0.00	Edit

[Add Deduction](#)

- Changes are now saved and will appear on the Voluntary Deductions page.
- This page updates after each pay cycle when deductions are made.
- The Deduction field identifies the amount being deducted per pay cycle.
- The Goal Amount represents the total amount to be deducted.
- The Goal Balance field represents the total amount deducted to date. When the Goal Balance matches the Goal Amount the deductions will stop.

Update Charitable Deductions

< Employee Self Service My Pay

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View/Edit Direct Deposit
View Compensation History
Charity Deductions

Charitable Deductions

Replacement Manager Change1
Texas Baseline Agency T32

Note: Only three charitable deductions can be added. Please keep this in mind as you are adding charities below.

Charitable Deductions

Charity	Deduction Flat/Addl Amount	Edit	Delete
		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

The annual State Employee Charitable Campaign (SECC) begins on September 1 and ends Oct. 31. During the SECC, state employees may elect to have contributions to participating charities deducted from their paychecks in the new calendar year. After the campaign closes you may edit or delete your elected charitable deductions throughout the year.

If you are a new hire, rehire or transfer and were not an active employee at the agency during the Charitable Campaign, and would like to enroll in a charitable deduction you will need to contact the SECC coordinator at your agency to assist you. You will not be able to add or make changes to your charitable deductions through Employee Self Service if you were not an active employee during the Charitable Campaign.

- Charitable Deductions can only be established during open enrollment. Employees can elect a charitable institution from a predetermined list in the program.
- After the enrollment period is over, employees have the option to edit or delete existing charitable deductions throughout the year from the 'Charity Deductions' tab.

Update W-4 Tax Information

[Employee Self Service](#) My Pay

Paychecks

W-4 Tax Information

W-2/W-2c Consent

View Form 1095-C

Form 1095-C Consent

View W-2/W-2c Forms

Voluntary Deductions

View/Edit Direct Deposit

View Compensation History

Charity Deductions

W-4 Withholding Certificate

Replacement Manager Change1 Social Security Number 304-99-0152
Texas Baseline Agency T32

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

6001 Baseline Drive SW
3212
Austin TX 78731

Filing Status

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

- The 'W-4 Tax Information' tab allows employees to update W-4 information through the system.
- Before entering W-4 tax information employees should validate that their name, social security number, and address are correct.
- When employees are hired within the agency, their filing status will be Single or Married filing separately. To change this status, go to this page and follow the IRS instructions for entry.

Update W-4 Tax Information Continued

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

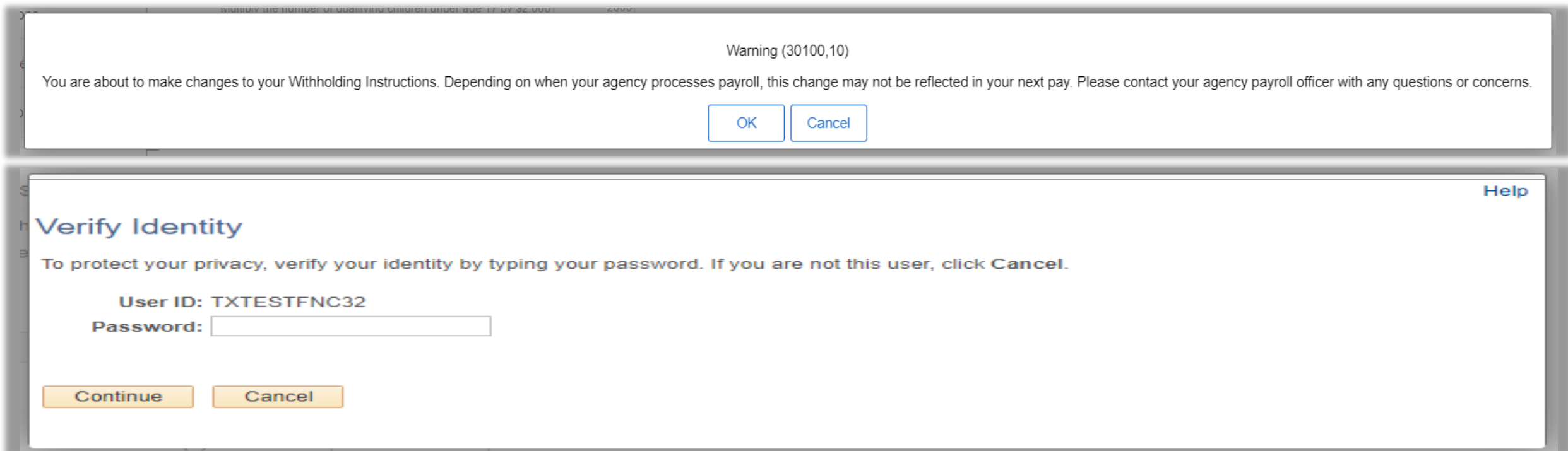
Check this box if you meet both conditions to claim exemption from tax withholding

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

- Steps 2-4 only need to be filled out if applicable.
- Click 'View Instructions' to view IRS instructions included with each step.
- Once entries are completed, click the 'Submit' button to save.

Update W-4 Tax Information Continued



- A warning message will appear upon submitting the changes. This warning indicates that due to the timing of the payroll processes, this change may not be reflected until the next pay period. Click the 'OK' button.
- CAPPs needs to confirm the identity of the employee requesting these changes so employees will be asked to enter their password on the 'Verify Identity' pop-up message.

Provide W-2 and W-2c Consent

The screenshot shows the 'Employee Self Service' portal with a red header bar containing a back arrow and 'Employee Self Service' on the left, and 'My Pay' on the right. A left-hand navigation menu lists various services, with 'W-2/W-2c Consent' highlighted in green. The main content area is titled 'W-2/W-2c Consent' and includes a notification icon and text: 'You currently receive W-2 or W-2c paper forms by mail'. Below this, a paragraph explains that the W-2 form is now available for viewing and printing through the Employee Self Service section of the CAPPS website, providing a URL: <https://hrportal.cpa.texas.gov/psp/EPHRPRD/?cmd=login&languageCd=ENG>. It then lists steps: 'Look for the Employee Self Service section (on the left side of the screen)', 'Click on MY Pay', 'Click on View W-2/W-2C Forms', 'Click on the box that says Year End Form and print', and 'Click on Filing Instructions and print'. A red arrow points to a checkbox labeled 'I consent to receive W-2 or W-2c forms electronically'. Below the checkbox is a blue 'Submit' button. A 'Verify Identity' dialog box is overlaid on the right, with a close button (X) in the top right corner. The dialog contains the text: 'To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.' It shows 'User ID TXTESTFNC32' and a 'Password' field with a text input box. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.

- The 'W-2/W-2c Consent' tab allows employees to consent to receiving their W-2 in electronic format only. W-2c forms will still be provided in a paper format only regardless of this consent.
- Select the 'I Consent' checkbox and click the 'Submit' button.
- The system will ask for a password to verify the employee's identity.

View/Print W-2 and W-2c Information

Employee Self Service My Pay

Paychecks

W-4 Tax Information

W-2/W-2c Consent

View Form 1095-C

Form 1095-C Consent

View W-2/W-2c Forms

View W-2/W-2c Forms

Tax Year 2014

Texas Baseline Agency 052

Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	09/10/2014	View Form	i

- If an employee has consented to receiving their W-2 form electronically, they will receive an email when it is ready for them to view in the system.
- Click on 'View W-2/W-2c Forms' in the left menu to view the available forms.
- The Tax Year can be changed by clicking on the drop-down menu at the top of the page.
- To view the W-2 form, click on the 'View Form' button.

View/Print W-2 and W-2c Information Continued

1 of 1

Page view | Read aloud | Add text | Draw | Highlight | Erase

Print | Save

Form W-2 Wage and Tax Statement 2012

c Employer's name, address, and ZIP code
 TEXAS BASELINE AGENCY 052
 600 S MAPLE ST
 AUSTIN TX 78701

e Employee's name, address, and ZIP code
 TEST BRP2
 7892 PAY AVE
 AUSTIN TX 78722

7 Social security tips	1 Wages, tips, other compensation 1468.80	2 Federal income tax withheld 261.25
8 Allocated tips	3 Social security wages 15784.99	4 Social security tax withheld 978.67
9	5 Medicare wages and tips 15784.99	6 Medicare tax withheld 228.88
10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12 D 13486.99
13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	14 Other	12b
b Employer identification number (EIN) 15-2525252		12c
a Employee's social security number 304-99-0155		12d
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax
		18 Local wages, tips, etc.
		19 Local income tax
		20 Locality name

Copy B-To Be Filed With Employee's FEDERAL Tax Return This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008

Dept. of the Treasury - IRS
 Visit the IRS website at www.irs.gov/efile.

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

Form W-2 Wage and Tax Statement 2012

c Employer's name, address, and ZIP code
 TEXAS BASELINE AGENCY 052
 600 S MAPLE ST
 AUSTIN TX 78701

7 Social security tips	1 Wages, tips, other compensation 1468.80	2 Federal income tax withheld 261.25
8 Allocated tips	3 Social security wages 15784.99	4 Social security tax withheld 978.67
9	5 Medicare wages and tips 15784.99	6 Medicare tax withheld 228.88
10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12 D 13486.99

- The W-2 will open in a new tab.
- This form can be printed or saved by selecting the appropriate icon from the top menu bar.

Provide 1095-C Consent

Employee Self Service My Pay

Paychecks

W-4 Tax Information

W-2/W-2c Consent

View Form 1095-C

Form 1095-C Consent

View W-2/W-2c Forms

Form 1095-C Consent

You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

Submit

Verify Identity

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

User ID TXTESTFNC34

Password

Continue Cancel

- The 'Form 1095-C Consent' tab allows employees to consent to receiving their 1095-C electronically.
- Select the 'I Consent' checkbox and click the 'Submit' button.
- The system will ask for a password to verify the employee's identity.

Thank You!

CAPPS.Training@cpa.Texas.gov

