



Centralized Accounting and Payroll/Personnel System

## Texas Military Department

### CAPPS Manager Desk Aid

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## A. Log into CAPPS

1. Enter the URL <https://entprtlprd.cpa.texas.gov/> in a browser window.

**HINT:** You can add this web address to your Favorites for easy access later.

2. Click  on the Authorized Use Disclaimer page.

**HINT:** You should have received an email with a temporary password and instructions to reset. If you did not change your password, contact your Security Administrator at [CAPPS\\_support@military.texas.gov](mailto:CAPPS_support@military.texas.gov).

3. Enter your User ID and Password.

4. Click

### *CAPPS Login Screen*

The screenshot shows the CAPPS Enterprise Portal login interface. At the top, it features the CAPPS logo and the name of the Texas Comptroller of Public Accounts, Glenn Hegar. The main heading is 'CAPPS Enterprise Portal'. Below this, there is a section for 'Current and Former Employee Login'. This section includes two input fields: 'User ID:' and 'Secure Password:'. A 'Sign In' button is positioned below the password field and is highlighted with a red circle. Below the button, a warning message states: 'Repeated log-in failures may result in your account being locked.' At the bottom of the login section, there are four links: 'Logging in for the first time', 'What's my User ID/forgot my User ID?', 'I forgot/Change my password', and 'Information for Former Employees'.

**HINT:** CAPPS will lock your account after 3 failed login attempts.

**HINT:** If you set up a Password Hint previously, you can click on **I Forgot/Change my password** to reset it.

## B. For Help

Contact the following if you need additional assistance with logging into or using CAPPS:

State Human Resources Department – 512-782-5133

TMD CAPPS Help Desk – [CAPPS\\_support@military.texas.gov](mailto:CAPPS_support@military.texas.gov)

CAPPS Security Administrator – Frank Oduro, [frank.oduro@military.texas.gov](mailto:frank.oduro@military.texas.gov)

Leave Accountant – Roy Rayos, [roy.rayos@military.texas.gov](mailto:roy.rayos@military.texas.gov)

Leave Specialist – Beth Phillips, [beth.phillips@military.texas.gov](mailto:beth.phillips@military.texas.gov)

HR Specialist – Amanda Fletcher, [Amanda.fletcher@military.texas.gov](mailto:Amanda.fletcher@military.texas.gov)

## C. Approving Time for Direct Reports

1. Click the Manager Self-Service button from the CAPPS main menu.

*CAPPS Main Menu: Time & Leave Approval Button*



2. One of the following messages will display:

You have time to approve.

Click the [Manager Summary Approval Page](#) link below or click the [Manager Summary Approval Page](#) link in the Manager Self-Service > Time and Leave Management

[Manager Summary Approval Page](#)

OR

You have no time or leave to approve.

3. Click on the **Manager Summary Approval Page** link, if you have time to approve.

**HINT:** Only your direct reports will appear in your Manager Summary Approval Page.



The Manager Summary Approval Page is view only. Clicking the E-Sign & Approve button or the Approve/Deny checkboxes won't work.

- Click on the Employee Name in the left-hand column to view the employee's timesheet.

**Manager Summary Approval Page**

| Summary      |          |                |            |               |                  |             |                                |                 |                          |                          |  | First | 1 of 1 | Last |
|--------------|----------|----------------|------------|---------------|------------------|-------------|--------------------------------|-----------------|--------------------------|--------------------------|--|-------|--------|------|
| Name         | Date     | Vacation Hours | Sick Hours | FLSA Overtime | Reg/Hol Comptime | Other Hours | Variation from Scheduled Hours | Banked Overtime | Approve                  | Deny                     |  |       |        |      |
| Employee AAA | MAR-2015 | 8.00           | 4.00       |               | 8.00             |             | Yes                            |                 | <input type="checkbox"/> | <input type="checkbox"/> |  |       |        |      |

Return to Direct Reports      **E-Sign & Approve**       Select All

- The Date will default to the 1<sup>st</sup> day of the month that the employee entered time or leave, but it can be changed if needed. Click **Search**

Find an Existing Value

Search Criteria

Empl ID: begins with 79000997118

Empl Record: = 0

Date: = 06/01/2016

**Search** Clear Basic Search Save Search Criteria

- Review the time and leave entries before selecting E-Sign & Approve. You can modify the entry, deny it or leave it as is to approve. NOTE: Once you select E-Sign & Approve you are approving anything in a NA/Needs Approval status.

*Sample Time Entry Row*

From Monday 06/20/2016 to Monday 07/04/2016

| *Time Reporting Code | Time Reporting Code Description | Mon 6/20 8.00 | Tue 6/21 8.00 | Wed 6/22 8.00 | Thu 6/23 8.00 | Fri 6/24 8.00 | Sat 6/25 0.00 | Sun 6/26 0.00 | Mon 6/27 8.00 | Tue 6/28 8.00 | Wed 6/29 8.00 | Thu 6/30 8.00 | Fri 7/1 8.00 | Sat 7/2 0.00 | Sun 7/3 0.00 | Mon 7/4 8.00 | Override Reason Code | Status | FMLA ID | Comments | Deny        |
|----------------------|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|----------------------|--------|---------|----------|-------------|
| REGHR                | Reg Hrs Wk                      | 10.00         | 10.00         | 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         |                      | NA     |         |          | <b>Deny</b> |

Add a New Line for Monday 06/20/2016 to Monday 07/04/2016

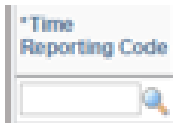
From Tuesday 07/05/2016 to Wednesday 07/20/2016

| *Time Reporting Code | Time Reporting Code Description | Tue 7/5 8.00 | Wed 7/6 8.00 | Thu 7/7 8.00 | Fri 7/8 8.00 | Sat 7/9 0.00 | Sun 7/10 0.00 | Mon 7/11 8.00 | Tue 7/12 8.00 | Wed 7/13 8.00 | Thu 7/14 8.00 | Fri 7/15 8.00 | Sat 7/16 0.00 | Sun 7/17 0.00 | Mon 7/18 8.00 | Tue 7/19 8.00 | Wed 7/20 8.00 | Override Reason Code | Status | FMLA ID | Comments |
|----------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------------|--------|---------|----------|
|                      |                                 | 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          |                      | AP     |         |          |

Add a New Line for Tuesday 07/05/2016 to Wednesday 07/20/2016

Override Schedule      View Leave Balances      Previous      Next

**E-Sign & Approve**      Return to Direct Reports      Manager Summary Approval Page



**Time Reporting Codes (TRCs)** are used on the timesheet in CAPPs for specifying the type of leave used or additional time worked. The list of TRCs can be viewed by clicking on the magnifying glass on the timesheet. A list of commonly used TRCs with descriptions is posted at <https://tmd.texas.gov/CAPPs> under Training & Resources.

7. Click **E-Sign & Approve** in the bottom left corner of the timesheet to approve all entries. Click **OK**, and you will be returned to the employee timesheet.

**HINT:** Click **Deny** at the end of a row, and an email notification will be sent to the employee. The employee can then make changes and resubmit for approval, if necessary. Alternatively, you can correct the TRC or hours instead of denying the request. You can also add comments before clicking Deny or E-Sign & Approve.

**HINT:** A status of NA means that the time entry still Needs Approval. A status of AP means that the time entry has been Approved.

## D. System Generated Notifications

1. An email notification will be sent to the first level supervisor after an employee's time and leave entry has been in a Needs Approval (NA) status for **10 days**:
2. An email notification will be sent to the second level supervisor after an employee's time and leave entry has been in a Needs Approval (NA) status for **17 days**.
3. An email notification will be sent to the employee after a time and leave entry has been approved or denied by a supervisor, Time Administrator or HR Super User.
4. An email will be sent to the first level supervisor by the 10<sup>th</sup> of each month if there are any employees who have not completed the monthly Time Certification in CAPPs.