



## CAPPS HR/PAYROLL MANAGER 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 21<sup>st</sup> 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



# Introductions

1. Name
2. Department
3. How long have you been with TMD?



# Training Agenda

1. CAPPS HR/Payroll Overview
2. Log-In Information
3. Manager Self Service
4. Manager Summary Approval Page
5. Time & Leave Management
6. Managing Employee Schedules
7. Reporting
8. Additional Training & Resources



# CAPPS HR/Payroll is live July 10, 2017

## What does this mean for supervisors?

- Supervisors can view employee personal and compensation information
- Supervisors will approve Time and Leave on the Timesheet in CAPPS
  - No more hard copy Timesheets due at the end of the month
  - Time and Leave will be entered by employees and approved by managers as it's earned or taken
  - Employees will certify their time at the end of each month – digitally sign the electronic timesheet
- Current Leave balances will be available in CAPPS
- Supervisors can run reports to gather information



# CAPPS Login

- Users who are currently using CAPPS FIN will use the same username and password
- State employees will automatically receive emails with account access information on July 10<sup>th</sup>.
- Federal/military supervisors that directly supervise, or are in the second line of supervision for state employees need access to CAPPS HR/Payroll.

To establish a new user account, complete two forms:

1. Military Supervisor CAPPS Account Request Form
2. Confidential Treatment of Information Acknowledgement (CTIA) Form.
  - Users who are currently using CAPPS FIN should already have a CTIA form on file.
  - Forms located at <https://tmd.texas.gov/CAPPS>
  - Submit forms to Frank Oduro at [frank.oduro@military.texas.gov](mailto:frank.oduro@military.texas.gov)



# CAPPS Login

- CAPPS Portal: <https://entprtlprd.cpa.texas.gov>
- Self-service password reset
- Help Desk:
  - FIN – [CAPPS\\_Support@military.texas.gov](mailto:CAPPS_Support@military.texas.gov)
  - HR – [CAPPS\\_HR\\_Support@military.texas.gov](mailto:CAPPS_HR_Support@military.texas.gov)
  - Payroll – [CAPPS\\_Payroll\\_support@military.texas.gov](mailto:CAPPS_Payroll_support@military.texas.gov)



Glenn Hegar Texas Comptroller of Public Accounts

## CAPPS Enterprise Portal

### Current and Former Employee Login

User ID:

 **Secure Password:**

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 (state only)
  - My Pay
  - My Profile
  - My Time & Leave
  - Employee Separation
- **Manager Self Service**
- **Time & Leave Approval**
- Change Password/Password Hint
- Link to CPA Online Training



Favorites ▾ Main Menu ▾

Welcome Test Manager 06/12/2017 1:20 PM

My Pay	My Profile
My Time & Leave	Employee Separation
Manager Self-Service	Time & Leave Approval

Common Links

<a href="#">Change Password</a>	<a href="#">Maintain Password Hint</a>
<a href="#">CAPPS on FMX</a>	<a href="#">Set Portal Accessibility Flag</a>
<a href="#">CAPPS HR / Payroll Training</a>	<a href="#">Set HR / Payroll Accessibility Flag</a>



# Manager Self-Service Menu

Manager Self-Service

Time & Leave Approval

## View Employee Personal Info

- Home & Mailing Addresses
- Phone Numbers
- Birthday (Month/Day)
- Email Addresses
- Emergency Contacts
- Total Compensation

### Manager Self-Service

 **View Employee Personal Info.**  
MSS View Employee Personal Info

 **Compensation Management**  
Manage salaries for your workforce, either by individual or by group. Review the compensation history and total compensation picture for your direct reports

-  View Compensation History
-  Total Compensation

 **Time and Leave Management**  
Manage employee time requests, schedules, absences, overtime, exceptions and more.

-  View/Edit Time Certification
-  Manager Timesheet
-  Maintain Shift Pay Rate
- 7 More...

 **Reporting**  
Access to View and Run Reports

-  Run Reports
-  View Reports



# Manager Self-Service Menu

Manager Self-Service

Time & Leave Approval

## View Employee Personal Information

### Employee Selection Criteria

Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on this page.

As Of Date

Test Director's employees								Personalize   	First  1-2 of 2  Last
Select	Name	Empl ID	Job	HR Status	Position	Dept ID	Department		
<input type="button" value="Select"/>	 Test Manager	79001220106	0	Active	00024470	ST_OED	STATE_OFFICE_EXEC_DIR		
<input type="button" value="Select"/>	Test Employee	79001218860	0	Active	00019904	ST_OED	STATE_OFFICE_EXEC_DIR		

- Direct & Indirect employee information can be viewed by clicking 
- Click “Select” to see an employee’s position and personal information



# Manager Self-Service Menu

Manager Self-Service

Time & Leave Approval

## Compensation Management

1. **View Compensation History** including dates of change and action
  - CAPPS only reflects information since September 2016 (FY17)
  - One-Time Merit history was not uploaded into CAPPS
2. **View Total Compensation** = Base Salary + Longevity Pay + BRP



### Manager Self-Service



**View Employee Personal Info.**  
MSS View Employee Personal Info



### Compensation Management

Manage salaries for your workforce, either by individual or by group. Review the compensation history and total compensation picture for your direct reports

- View Compensation History
- Total Compensation



### Time and Leave Management

Manage employee time requests, schedules, absences, overtime, exceptions and more.

- View/Edit Time Certification
- Manager Timesheet
- Maintain Shift Pay Rate
- 7 More...



### Reporting

Access to View and Run Reports

- Run Reports
- View Reports



# Manager Self-Service Menu

Manager Self-Service

Time & Leave Approval

## Compensation Management

Click on Name to view data – Click on the  icon to view indirect reports

### Select Employee

#### Test Director

Direct Reports For Test Director				
Personalize   Find    First  1 of 1  Last				
Name	Empl ID	Job Title	Department	
<a href="#">Test Manager</a>	79001220106	Human Reso	ST_OED	



# Manager Self-Service Menu

Manager Self-Service

Time & Leave Approval

## Time and Leave Management

- Supervisor time and leave activities are performed here

### Manager Self-Service

 <b>View Employee Personal Info.</b> MSS View Employee Personal Info	 <b>Compensation Management</b> Manage salaries for your workforce, either by individual or by group. Review the compensation history and total compensation picture for your direct reports  View Compensation History  Total Compensation	 <b>Time and Leave Management</b> Manage employee time requests, schedules, absences, overtime, exceptions and more.  View/Edit Time Certification  Manager Timesheet  Maintain Shift Pay Rate 7 More...
 <b>Reporting</b> Access to View and Run Reports  Run Reports  View Reports		



# Manager Time & Leave Activities

1. Approve extra time worked or leave entered by employees
2. Enter extra time worked or leave on behalf of employees
3. Ensure employees complete monthly Time Certification
4. View employee Leave Balance and Expiration
5. Manage employee schedules

## First-Time Login Tasks:

- ✓ Verify Direct and Indirect Reports are correct
- ✓ Verify their schedules are correct



# My Time & Leave Management Menu

- **Manager Timesheet** – where time and leave is approved/entered
- **Manager Summary Approval Page** – list of time and leave that needs approval
- **View Leave Balances/Expirations** – detailed employee leave information

## Time and Leave Management

Manage employee time requests, schedules, absences, overtime, exceptions and more.

 <b>View/Edit Time Certification</b> Allows Manager to certify employee time.	 <b>Manager Timesheet</b> Manager access to the Consolidated Timesheet page	 <b>Maintain Shift Pay Rate</b> <b>N/A</b> Managers access to the employee shift pay rate setup
 <b>View/Edit Time and Leave Setup</b> Manager access to the Time and leave setup page	 <b>Manager Summary Approval Page</b> Centralized page for a manager to approve time	 <b>View Payable Time Summary</b> Manager access to the employee payable time summary
 <b>View Payable Time Detail</b> Manager access to the employee payable time detail	 <b>View Leave Balance/Expirations</b> Manager access to the employee leave balances / expirations	 <b>Override Scheduled Workday</b> Manager access to the employee's schedule override page summary
 <b>Manage Exceptions</b> <b>N/A</b> Managers access to the employee time exceptions		



# 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
- 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 or flexing)
  - 3) works on a holiday
- 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 time sheet automatically get processed/paid

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



# Manager Summary Approval Page

- Found under the [Manager Self-Service > Time & Leave Management](#) Menu
- OR
- Shortcut link from [Time & Leave Approval](#) button on Home Page
    - Indicates if you have any time/leave that needs approval
    - Federal supervisors' page not functioning properly
      - View each timesheet individually or request a report from HR
      - Enhancement scheduled for August 3<sup>rd</sup> expected to correct issue

[Time & Leave Approval](#)

You have time to approve.

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

[Manager Summary Approval Page](#)



# Manager Summary Approval Page

- Lists employees with time/leave requests that need approval
- Summary information only – must go to [Manager Timesheet](#) to take action
- Click on employee [Name](#) to view the Manager Timesheet
- Click on the  icon to view a list of indirect reports

## Manager Summary Approval Page

Summary											First 1 of 1 Last	
Name	Date	Vacation Hours	Sick Hours	- LEAVE FLSA Overtime	Reg/Hol Comptime	Other Hours	Variation from Scheduled Hours	Banked Overtime		Approve	Deny	
Test Manager	JUN-2017						Yes			<input type="checkbox"/>	<input type="checkbox"/>	

[Return to Direct Reports](#)   Select All



# Manager Timesheet

- Your view of the employee's timesheet
- List of Direct Reports – verify these are correct
- Access Indirect Reports by clicking 
- Click the Employee Name to access the **Manager Timesheet**

Manager Timesheet

Select Employee

Test Director

Transaction Effective Date: 06/01/2017 

Direct Reports For Test Director				Personalize   Find   	First  1 of 1  Last
Name	Empl ID	Job Title	Department		
<a href="#">Test Manager</a>	79001220106	Human Reso	ST_OED		



# Components of the Timesheet

## 1 Manager Timesheet

**Name:** Test Employee      **Company/Pay Group:** 401 / MON    **State Service Effective Date:** 04/01/2015    **Earliest Change Date:** 07/01/17  
**Empl ID:** 79001218860 0      **Business Unit:** 40100      **Position Number:** 00019904      **Workgroup:** 401EXEEHSU  
**Job Title:** Human Resources Specialist    **Department:** ST\_OED      **Manager ID:** 79001220106    Test Manager

### 2 Leave Balances

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
Current	11.00	12.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	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
Available	11.00	12.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00

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

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	Status	FMLA ID	Comments	Deny
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="AP"/>	AP	<input type="text"/>	<input type="text"/>	<input type="button" value="Deny"/>														

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

### 3 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	Status	FMLA ID	Comments	Deny
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="AP"/>	AP	<input type="text"/>	<input type="text"/>	<input type="button" value="Deny"/>															

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

[Override Schedule](#)

[View Leave Balances](#)

9

[Return to Direct Reports](#)

8

[Manager Summary Approval Page](#)

Available FMLA Balance

10



# 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
<u>ADMLT</u>	<u>Administrative Leave Taken</u>
ADOGT	Assistance Dog Training
<u>ANLVT</u>	<u>Annual Leave Taken</u>
CASAT	Court Appoint Spec Advoc Taken
<u>COMP</u>	<u>Compensatory Time Taken</u>
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
<u>FLEXS</u>	<u>Flexing Schedule</u>
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
<u>REGHR</u>	<u>Regular Hours Worked</u>
<u>REGHW</u>	<u>Reg Hrs Worked on Holiday</u>
REGOH	RegHol Work in lieu of Opt Hol
RLELV	Rsrv Law Enfrcmnt Off Training
SCKPT	Sick Leave Pool Taken
<u>SICKT</u>	<u>Sick Leave Taken</u>
SPECT	Special Leave Taken
VFFTR	Volunteer Firefighter Training
VOTES	Leave to Vote
WELLT	Wellness Leave Taken



# Supporting Documents for Leave

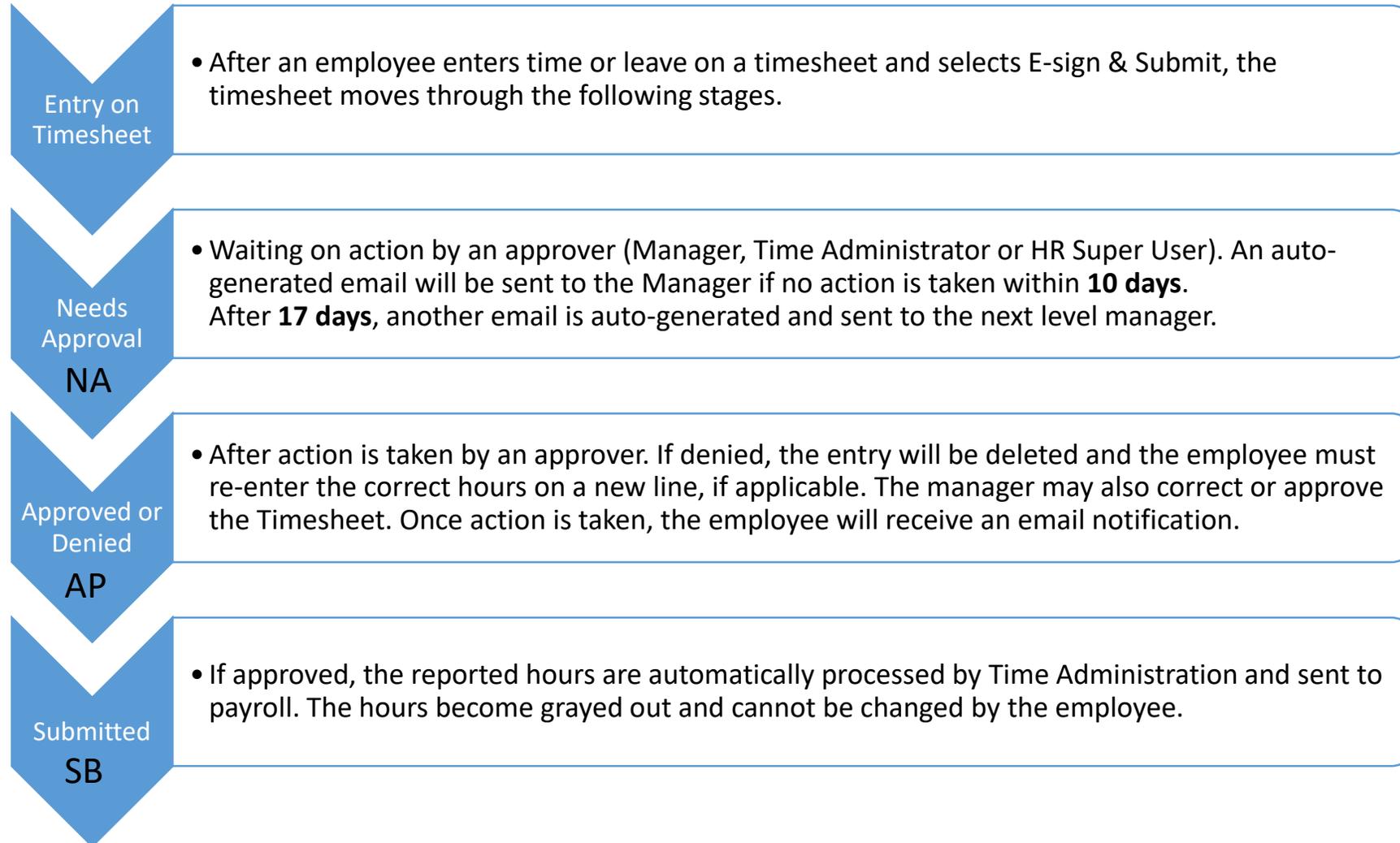
Some TRCs require supporting documents to be submitted to HR for audit purposes. Examples include:

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



# Manager Timesheet Approvals

E-Sign & Approve

- Any time/leave entry in a NA status is approved when the manager clicks on the E-Sign and Approve button.
- If a time/leave entry needs denied or modified, do this BEFORE clicking on the E-Sign & Approve button.
- Hours entered by a manager on the Manager Timesheet are approved when the manager clicks on the E-Sign & Approve button.
- Once a time/leave entry is in a SB status, managers can edit by decreasing time.
  - If additional time is needed, enter a new row for the additional time.
- Approved time/leave entries with the same TRCs will collapse into one row.
- Managers are responsible for ensuring leave taken for FMLA purposes is coded with the FMLA ID for tracking purposes.



# Time & Leave Requests

- CAPPS should not replace communication with your employees.
- Management still has discretion to decide how to receive requests from employees for using leave and working extra time. Examples:
  - Leave Request Form
  - Email
  - Text
  - CAPPS Timesheet (time/leave entries can be made up to 90 days in the future)
- Approval to work extra time must be received in advance.
- LWOP is not for employee convenience.
  - Unapproved LWOP may be a disciplinary action.



# Timesheet Entry Deadlines

## DAILY/WEEKLY REQUIREMENTS

- Employees should enter time worked outside their regularly scheduled hours and leave taken daily or as it occurs.
- Managers should approve time and leave entered by employees at least weekly.

Leave Without Pay (LWOP) must be entered immediately AND notify State HR.  
Overpayments will be automatically deducted from the employee's next paycheck.



# Timesheet Entry & Approval Demonstration

CPA Online Training Course 110 – CAPPS HR/Payroll Manager Self Service

- **Section 1, Lesson 1 Exercise (Manager Timesheet Entry)**
- **Section 1, Lesson 4 Exercise (Manager Approvals)**
  - Exercises 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/110 MSS/UPKs/110 MSS S1/Publishing%20Content/PlayerPackage/data/toc.html](http://cappstraining.cpa.texas.gov/courses/HR/110_MSS/UPKs/110_MSS_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 actually works 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 recorded 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 employees to flex their schedule within a given FLSA workweek
- FLEXS is entered on the day they work less than their standard schedule
  - Enter the number of hours flexed
  - BEWARE: FLEXS will DOCK their pay, regardless of leave balances
- To prevent a decrease in their paycheck, a corresponding REGHR TRC MUST be entered 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 only working 6 hours on Monday and making up the 2 hours on Friday.

From Sunday 07/16/2017 to Sunday 07/30/2017								
Time Reporting Code	Time Reporting Code Description	Sun 7/16	Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22
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 8 hours holiday pay on state holidays
  - Part-time employees are entitled to a proportionate amount based on their weekly standard hours
- If employees 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 employees physically work on a State Holiday
  - This must be entered on the timesheet using the REGHW TRC
- 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 they 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, employees 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 Excuss 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 Excuss 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 3<sup>rd</sup>)
- Full-time state employees are eligible for up to 8 hours holiday pay on agency holidays
  - 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 employees 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 employees physically work on an Agency Holiday
  - This must be entered on the timesheet using the AGYHW TRC
- 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 employees 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 in CAPPS.
- 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.



# My Time & Leave Management Menu

## Time Certification

- Employees must certify their time by the 10<sup>th</sup> of each month for the prior month
- Direct Supervisor receives a notice if this has not been done on the 10<sup>th</sup>
- A report can be run to identify employees who have not certified time
- Managers can certify time for an employee

 **Time and Leave Management**  
Manage employee time requests, schedules, absences, overtime, exceptions and more.

 <b>View/Edit Time Certification</b> Allows Manager to certify employee time.	 <b>Manager Timesheet</b> Manager access to the Consolidated Timesheet page	 <b>Maintain Shift Pay Rate</b> <b>N/A</b> Managers access to the employee shift pay rate setup
 <b>View/Edit Time and Leave Setup</b> Manager access to the Time and leave setup page	 <b>Manager Summary Approval Page</b> Centralized page for a manager to approve time	 <b>View Payable Time Summary</b> Manager access to the employee payable time summary
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 <b>Manage Exceptions</b> <b>N/A</b> Managers access to the employee time exceptions		



# Employee Time Certification

- View/update time certification for an employee by clicking on the employee's name.

Time Certification

Select Employee

**Test Director**

To view or update time certification for an employee, click on the employee's name.

Direct Reports For Test Director				Personalize   Find   	First  1 of 1  Last
Name	Empl ID	Job Title	Department		
 Test Manager	79001220106	Human Reso	ST_OED		

- Click on the date to view the time/date stamp or certify on the employee's behalf.

Test Manager

Period	Required	Completed
MAY-2017	Yes	No
APR-2017	Yes	Yes



# Employee Time Certification

## Time Certification

Employee ID: 79001220106      Name: Test Manager

Certification Month: MAY-2017       Required

Instructional Text

I hereby certify on behalf of this employee that the employee's consolidated timesheet in CAPPS is a true statement of the hours worked by this employee for this pay period; and that any scheduled hours not worked have been accounted for by leave.

Certified By:

Date/Time Stamp:



E-Sign & Certify

[Return to Select Time Period](#)



# Managing Employee Schedules

## 1. View/Edit Time & Leave Setup

- Changing an employee's standard schedule

## 2. Override Scheduled Workday

- Changing an employee's schedule for a specific FLSA workweek
- Recommended for shift workers
- Shortcut link from Manager Timesheet

### Time and Leave Management

Manage employee time requests, schedules, absences, overtime, exceptions and more.

 <b>View/Edit Time Certification</b> Allows Manager to certify employee time.	 <b>Manager Timesheet</b> Manager access to the Consolidated Timesheet page	 <b>Maintain Shift Pay Rate</b> <b>N/A</b> Managers access to the employee shift pay rate setup
 <b>View/Edit Time and Leave Setup</b> Manager access to the Time and leave setup page	 <b>Manager Summary Approval Page</b> Centralized page for a manager to approve time	 <b>View Payable Time Summary</b> Manager access to the employee payable time summary
 <b>View Payable Time Detail</b> Manager access to the employee payable time detail	 <b>View Leave Balance/Expirations</b> Manager access to the employee leave balances / expirations	 <b>Override Scheduled Workday</b> Manager access to the employee's schedule override page summary
 <b>Manage Exceptions</b> <b>N/A</b> Managers access to the employee time exceptions		



# Understanding Employee Standard Schedule IDs

## Schedule ID Breakdown

Schedule ID: **TX\_40\_0888880**

Description: **40 HRS XX-08-08-08-08-XX**

		Daily Work Hours							
	Weekly Work Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
TX	40	0	8	8	8	8	8	0	= 13 Characters

Schedule ID: **TX\_40\_008DD84**

Description: **40 HRS XX-XX-08-D0-D0-08-04**

		Daily Work Hours							
	Weekly Work Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
TX	40	0	0	8	D	D	8	4	= 13 Characters

Alpha characters are used in place of two digit number hours schedules.

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

An employee's standard schedule in CAPPs is a critical part of their Timesheet and will effect their pay.



# Examples of Standard Schedule IDs

Schedule ID	Description
<b>TX_40_0888880</b>	Monday – Friday, 8 hour days
<b>TX_40_0DDDD00</b>	Monday – Thursday 10 hour days
<b>TX_40_00DDDD0</b>	Tuesday – Friday 10 hour days
<b>TX_40_0999940</b>	Monday – Thursday, 9 hour days & 4 hours Friday



# Employee Schedule Change Demonstration

CPA Online Training Course 110 – CAPPs HR/Payroll Manager Self Service

- **Section 1, Lesson 5 Exercise (Employee Schedules)**

- Exercises 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/110 MSS/UPKs/110 MSS S1/Publishing%20Content/PlayerPackage/data/toc.html](http://cappstraining.cpa.texas.gov/courses/HR/110_MSS/UPKs/110_MSS_S1/Publishing%20Content/PlayerPackage/data/toc.html)



# Manager Self-Service Reports

Manager Self-Service

Time & Leave Approval

Supervisors can run and view reports to gather information on their employees.

## Manager Self-Service

 **View Employee Personal Info.**  
MSS View Employee Personal Info

 **Compensation Management**  
Manage salaries for your workforce, either by individual or by group. Review the compensation history and total compensation picture for your direct reports

-  View Compensation History
-  Total Compensation

 **Time and Leave Management**  
Manage employee time requests, schedules, absences, overtime, exceptions and more.

-  View/Edit Time Certification
-  Manager Timesheet
-  Maintain Shift Pay Rate
- 7 More...

 **Reporting**  
Access to View and Run Reports

-  Run Reports
-  View Reports



# Manager Self-Service Reports

Manager Self-Service

Time & Leave Approval

You must first select a report to run before it can be viewed:

 **Run Reports**  
Page for managers to initiate reports



Reports Home

**Please select a report to run**

Time & Leave Management Reports

Comp Time/Overtime Threshold Report

Comp Time/Overtime Earned Report

Employee Monthly Time & Leave Report

Employees Without Accruals Report

Optional Holiday Owed Report

Positive Time Reporters Without Hours Report

Time Reporting Codes by Date Report

Time Certification Report

 **View Reports**  
Managers can view reports executed by them

Go To: [View Reports](#)



# Manager Self-Service Reports

Manager Self-Service

Time & Leave Approval

## 1. Identify employees to include in the report

- Can run for single or multiple employees

## 2. Enter Report Request Parameters

- Will be unique to each report
- Dates necessary for all reports

## 3. Select Process Report

- Report Scheduled Message will appear
- Click OK

## 4. Select View Reports

### Reports

Employee Monthly Time and Leave Report

Process Name: ASTL1004

### Report Description:

The Employee Monthly Time and Leave Report can only be run for your direct reports. It provides a monthly summary of hours taken, leave balances, expiring leave balances and forecasts Vacation Leave converting to Sick Leave at the end of the Fiscal Year.

Select All

### Direct Reports For Test Director

Personalize | Find | View All | First 1 of 1 Last

	Include	Empl ID	Name	
1	<input type="checkbox"/>	79001220106	Test Manager	

### Report Request Parameters

As Of Date:   Show LAC  Show Attestment

Process Report

View Reports



# Manager Self-Service Reports

Manager Self-Service

Time & Leave Approval

- Select [View Reports](#) to access the information

## View Reports

[Refresh](#)

<b>Process List</b>				
Personalize   Find   View All      				
Instance	Process Name	Run Date/Time	Run Status	View Reports
467529	TXTL024A	07/05/2017 2:06:41PM CDT	Queued	
467370	ASTL1004	07/05/2017 2:00:12PM CDT	Success	<a href="#">View Report</a>
467369	ASTL1004	07/05/2017 1:54:38PM CDT	Success	<a href="#">View Report</a>

- **Process Name** is unique to each report type
- Report is viewable once **Run Status** is Success
- Click [View Report](#) and a printable PDF document will open in another window



# Training Resources

- CPA Online Training Courses
  - [99 – CAPPs Fundamentals](#)
  - [111 – Manager Self Service Lite](#)
- TMD Website - <https://tmd.texas.gov/capps>
  - Resource Documents
  - Training Videos
  - FAQs



# CAPPS Contacts

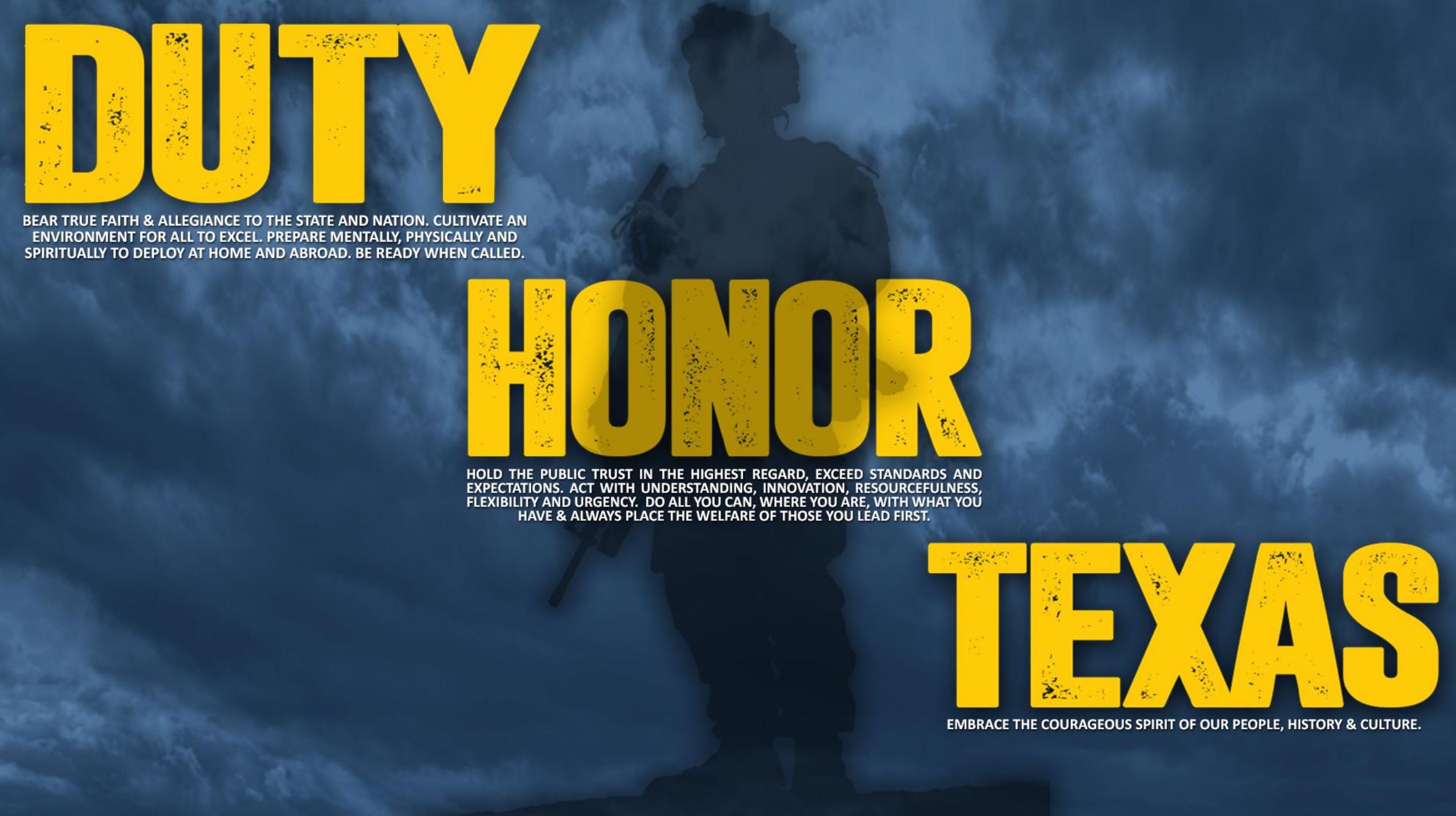
HR Help Desk: [CAPPS\\_HR\\_Support@military.texas.gov](mailto:CAPPS_HR_Support@military.texas.gov)

Payroll Help Desk: [CAPPS\\_Payroll\\_Support@military.texas.gov](mailto:CAPPS_Payroll_Support@military.texas.gov)

State Human Resources Main Line: 512-782-5133

Payroll Officer, Danette McWilliams	512-782-5295	<a href="mailto:Danette.McWilliams@military.texas.gov">Danette.McWilliams@military.texas.gov</a>
Time & Attendance Officer, Roy Rayos	512-782-5571	<a href="mailto:Roy.Rayos@military.texas.gov">Roy.Rayos@military.texas.gov</a>
Leave Specialist, Beth Phillips	512-782-5306	<a href="mailto:Beth.Phillips@military.texas.gov">Beth.Phillips@military.texas.gov</a>
HR Specialist, Amanda Fletcher	512-782-6048	<a href="mailto:Amanda.Fletcher@military.texas.gov">Amanda.Fletcher@military.texas.gov</a>
CAPPS Security Coordinator	512-782-3317	<a href="mailto:Frank.Oduro@military.texas.gov">Frank.Oduro@military.texas.gov</a>



A silhouette of a soldier in full combat gear, including a helmet and a rifle, is positioned in the center of the image. The background is a blue-tinted sky with wispy clouds. The soldier is facing right, and the overall tone is serious and professional.

# 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.