CAPPS
Centralized Accounting and Payroll/Personnel System

EMPLOYEE SELF-SERVICE DESK AID

DEFINITIONS

DIRECT REPORTS: A group of employees that report to a manager or supervisor.

REPORTS TO: The manager or supervisor that an employee "reports to."

USER ID: An assigned number used to login to CAPPS and identify employees within CAPPS. The User ID replaced the use of the Social Security Number.

EXCEPTION TIME REPORTER: The timesheet displays an employee's assigned work schedule. Time is entered only when it deviates from the assigned schedule.

TIME ADMINISTRATOR: The time administrator can perform certain functions on behalf of a manager or supervisor.

TIME REPORTING CODE (TRC): The TRC is used to categorize the hours being entered on the timesheet.

OVERRIDE REASON CODE (ORC): The ORC is used for tracking purposes to identify periods of time for a specific reason (e.g., unapproved Leave Without Pay).

FLEXS: Provides the ability to substitute hours scheduled for a particular day on a different day (e.g., work on Saturday instead of Monday). *USE WITH CAUTION!* If not entered correctly, it WILL dock your pay.

TIME EXCEPTION: Exceptions are warnings/errors indicating a problem with time entry.

PAYABLE TIME: The result of reported time that has been entered on timesheet and approved by a manager.

SCHEDULED HOURS: An assigned schedule that appears on each employee's timesheet.

TIME CONVERSION TABLE

Time Increments	CAPPS
15 Minutes	.25 hours
30 Minutes	.50 hours
45 Minutes	.75 hours

MY PROFILE

View/Edit Personal Information

VIEW MY PERSONAL INFORMATION
View Address, Phone #, Emergency Contact, Email, Release of Personal Information Indicators

Navigation: *Main Menu>Employee Self-Service>My Profile>View My Personal Information*

EDIT MY EMERGENCY CONTACTS
Update Emergency Contact Information

Navigation: *Main Menu>Employee Self -Service>My Profile Edit Emergency Contacts*

Set a primary contact.

EDIT PHONE NUMBERS
Update Personal and Work Phone Numbers

Navigation: *Main Menu>Employee Self -Service>My Profile>Edit Phone Numbers*

Set a primary number.

EDIT MAILING ADDRESS
Update Home Address

Navigation: *Main Menu>Employee Self -Service>My Profile>Edit Mailing Address*

Enter address changes. Can be future-dated.

EDIT EMAIL ADDRESS
Update Personal and Work Email Address

Navigation: *Main Menu>Employee Self -Service>My Profile>Edit Email Address*

Enter a personal email address.

REQUEST NAME CHANGE
Request Name Change

Navigation: *Main Menu>Employee Self -Service>My Profile>Request Name Change*

Contact Human Resources for name verification. After approval by HR, the name change can be approved.

EDIT INFORMATION RELEASE INDICTOR
Update Information Release Indicator

Navigation: *Main Menu>Employee Self -Service>My Profile > Information Release Indicator*

Certified Peace Officers cannot update indicators.

MY PAY

Review Earnings Statements, W-2s and Compensation History. Edit Direct Deposit, W-4 and Voluntary Deductions Information

VIEW/EDIT DIRECT DEPOSIT
Edit Direct Deposit Information

Navigation: *Main Menu>Employee Self-Service> My Pay>View/Edit Direct Deposit*

Can only enter one account. The account can be a checking or savings account.

Payroll processing deadlines will impact the effective date of a direct deposit change. Check the Payroll FY Calendar for deadline information.

ADD/EDIT VOLUNTARY DEDUCTIONS
Edit Voluntary Deductions to Approved Credit Unions

Navigation: *Main Menu>Employee Self-Service> My Pay>Voluntary Deductions*

Voluntary deductions will NOT post to your account on the first working day of the month.

VIEW/EDIT W-4 TAX INFORMATION
Opt for Voluntary Deductions To Approved Credit Unions

Navigation: *Main Menu>Employee Self-Service> My Pay>W-4 Tax Information*

Be sure to submit by the payroll deadline. Check the Payroll FY Calendar for deadline information.

Out-of-state employees must send the state tax form directly to the Payroll Section for entry.

VIEW/PRINT EARNINGS STATEMENT
View or Print Monthly Statement

Navigation: *Main Menu>Employee Self-Service> My Pay>View/Print Earnings Statements*

VIEW COMPENSATION HISTORY
View Pay Action History

Navigation: *Main Menu>Employee Self-Service> My Pay>View Compensation History*

VIEW/PRINT W-2 STATEMENT
Access, View and Print W-2 Statement Each January

Navigation: *Main Menu>Employee Self-Service> My Pay>View W-2/W-2c Forms*

MY TIME AND LEAVE

Review Balances, Review Expiring Time, View Monthly Time Summary, Enter Timesheet

VIEW LEAVE BALANCES/EXPIRATION
View Employee Leave Balances and Expiration Dates by Leave Types

Navigation: *Main Menu>Employee Self-Service> My Time and Leave>View Leave Balances/ Expirations*

Keep in mind "pending" leave taken. Can be used to identify expirations by various ranges.

EMPLOYEE MONTHLY TIME REPORT
Employee Monthly Time Report for Leave Balance Leave Expiring within the next 3 months

Navigation: *Main Menu>Employee Self-Service> My Time and Leave>Employee Monthly Time Report*

EMPLOYEE TIMESHEET
Navigation: *Main Menu>Employee Self-Service> My Time and Leave>Employee Timesheet*

Exception Based Entry = Only enter leave taken or comp time/overtime earned.

CONTACTS
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