



ONBOARDING DETAILS: HOURLY/INTERN EMPLOYEE



Welcome to TRS from the Employee Payroll and Time Administration Team.

During New Employee Orientation (NEO), we discussed information regarding Payroll and Time Administration. This document summarizes the topics discussed and items that may require your immediate attention.

CTIA

Confidential Treatment of Information Acknowledgement (CTIA)

Internal agency policy mandates users acknowledge the Confidential Treatment of Information Acknowledgement (CTIA) before accessing any Comptroller systems or databases. All employees must formally acknowledge that they will comply with the security policies and procedures of the agency.

Begin the online acknowledgement process by clicking the following link: <https://fmcpa.cpa.state.tx.us/ctia/>

*Please select agency **323 - Teacher Retirement System of Texas** when completing the online acknowledgement.*

After you receive the e-mail confirming you have completed this acknowledgement, please forward the e-mail to DL Comptroller Security Access. (comptrollersecurityaccess@trs.texas.gov)

Please complete this process within the first two days of employment.

CAPPS

Accessing CAPPS-HR/Payroll

After the TRS Comptroller Security Access team receives your CTIA acknowledgement, you will receive two auto-generated emails from the Comptroller of Public Accounts (CPA).

- The first email will contain your CAPPS User ID number which consist of 11 numerical digits. Retain this number for your records as you will need it to access the CAPPS-HR Payroll system.
- The second email from **no-reply@myaccess.dir.texas.gov** will include your Texas Digital Identity Solution multi-factor authentication enrollment link which is the CPA's multi-factor authentication process. This email may be received the day after the first email that includes your CAPPS User ID number.

Note: The enrollment link will expire after 72 hours and is valid for only one use.

The following desk aid provides instructions on the process:

[CAPPS IAM-TDIS MFA Getting Started Guide](#)

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CAPPS-HR/Payroll should be accessible via an icon on your desktop. However, below is the link to the application: <https://erphcmprd.cpa.texas.gov/psp/pshcmprd1/?cmd=login&languageCd=ENG&>

Time Admin

Employee Time Administration

Employee Self Service Desk Aid: This helpful desk aid will provide instructions on how to access your employee timesheet via the CAPPS Employee Self-Service module and to complete your timesheet.

Important:

- All hours worked or leave taken must be entered on your timesheet for your payroll to process.
- Submit timesheets on a weekly basis.
- All timesheets must be approved by the end of the month for your payroll to process.
- Complete the Time Certification process no later than the second workday of each month.

Viewing/Editing W-4 Tax Information: This helpful desk aid will provide instructions on how to complete your W-4 information in CAPPS-HR.

Filing Exempt Status:

Please ensure you review the **Claim Exemption Withholding** conditions before electing to claim an exemption from Federal Income Tax Withholding. Under this status, Federal Income Tax will **not** be withheld from your paycheck.

Helpful Tool

The following link from the Internal Revenue Service (IRS) will help calculate the amount of income tax to withhold from your paycheck: **Tax Withholding Estimator** (<https://apps.irs.gov/app/tax-withholding-estimator>)

Please complete this process within the first two days of employment.

Viewing/Editing Direct Deposit Details: This helpful desk aid will provide instructions on how to setup your direct deposit information in CAPPS-HR.

Note: Employees are allowed to setup **one** bank account (checking or savings) for direct deposit.

Please complete this process within the first two days of employment.

The Internal Revenue Service (IRS) requires employers to request a copy of the employee's Social Security (SS) Card to validate your information before we add you to our payroll system. If you did not provide a copy of your SS card during NEO, please forward a copy to the [Payroll Team](#) as soon as possible.

If you do not have a copy of your SS card, you may obtain a new card by contacting the Social Security Administration at (800) 772-1213 or you may download the **Application for a Social Security Card** at www.ssa.gov.

Please forward a copy of the confirmation email or document to the [Payroll Team](#) as proof that you requested a new copy of your SS card. After you receive your SS card, please forward a copy to the [Payroll Team](#).

Foreign Nationals

For foreign national employees working under Department of Homeland Security (DHS) authorization, you may be eligible to claim additional exemptions from U.S. Social Security and Medicare taxes.

For additional information, please click on the following link: [Social Security and Medicare Tax Exemption](#)

► Additional Information

Prior State Service/Dual Employment

If you are currently working or previously worked for another state agency or state affiliated university and did not disclose your dates of service in your onboarding forms, please email the [Payroll Team](#) your dates of service for verification purposes.

Note: The prior state service verification process may take up to 10 business days to complete.

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Mid-Month New Hires

For employees hired after the 15th of the month, please make sure to complete your onboarding process timely to ensure your paycheck will be processed by payday.

Pay Day

Hourly employees and Interns are paid on the **second workday** of the month which may not always be the second day of the month.

Note: Warrant pick-up instructions will be emailed to you before payday, if applicable.

W-2/1095-C Consent

You may elect to consent to receive your end of year tax forms electronically through CAPPS for easier access. Paper copies of the tax forms will not be mailed if you consent to receive your tax forms electronically.

► Helpful Links

- **Texa\$aver 401(k)/457 Program:**
<https://texasaver.empower-retirement.com/participant/#/login?accu=TexasWR>
- **Employee Retirement System (Employee Benefits Program):**
<https://www.ers.texas.gov/>
- **Teacher Retirement System Benefits Handbook:**
https://www.trs.texas.gov/sites/default/files/migrated/benefits_handbook.pdf

► Questions?

Payroll:

For Payroll and Time and Labor related questions, please submit a request through our [Payroll Support Request System \(PSRS\)](#).
[PSRS Desk Aid](#)

Benefits:

For Benefits related questions (insurance, Texa\$aver, etc.), please contact [Benefits and Leave](#).