

**CAPPS TIME & LABOR
EMPLOYEE SELF SERVICE DESK AID
(FULL VERSION)**



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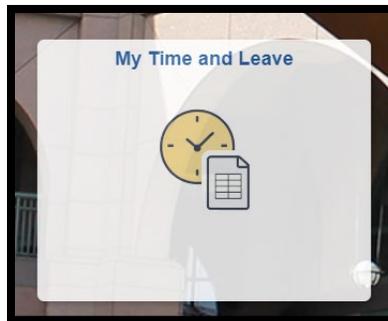
Note: This desk aid was written for internal use for CAPPS central agencies and may not reflect the unique process variations implemented by individual or non-central agencies.

CAPPS TIME & LABOR EMPLOYEE SELF-SERVICE DESK AID

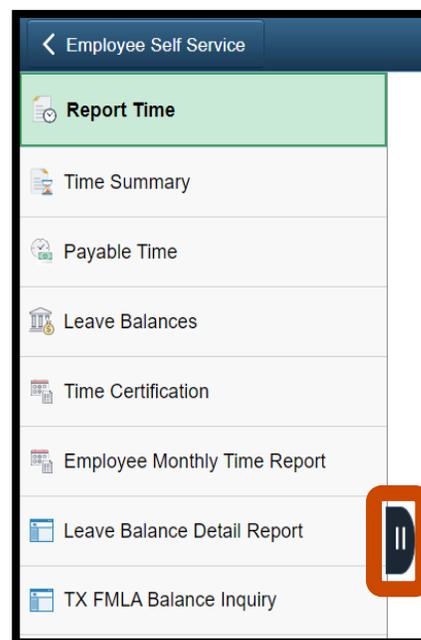
The purpose of the CAPPS Time & Labor (T&L) – Employee Self Service (ESS) Desk Aid is to guide users with T&L functions under the ESS module in CAPPS. Employee Self Service is the default page in CAPPS after login.

MY TIME AND LEAVE TILE

- The **My Time and Leave** tile on the CAPPS *Employee Self Service* dashboard provides access to all employee components of T&L, including the timesheet, time certification, leave balances, reports and more.



- Clicking the **My Time and Leave** tile opens a navigation menu on the left side of the page with the following options: *Report Time, Time Summary, Payable Time, Leave Balances, Time Certification, Employee Monthly Time Report, Leave Balance Detail Report, and TX FMLA Balance Inquiry.*



Clicking the
blue icon
will
collapse
the menu.

REPORT TIME

Clicking the **My Time and Leave** tile will automatically open the first menu option, *Report Time*. All time entered on the timesheet is considered *reported time*.

EMPLOYEE TIMESHEET

Report Time is the employee timesheet.

EMPLOYEE INFORMATION

- The employee's information will display at the top of the timesheet. Information in this section may include:
 - Name
 - Empl ID
 - Job Title
 - Company/Paygroup
 - Department
 - State Service Effective date
 - Manager



Employee information displayed at the top of the timesheet is customizable by the agency.

Name:	Company/Paygroup:	State Service Effective Date:
Empl ID:		
Job Title:	Department:	Manager:

LEAVE BALANCE SUMMARY

- The employee's leave balance summary is displayed under the information section. The leave balance summary displays balance information for all leave plans:
 - Current – total current balance (**does not reflect pending entries**)
 - Pending – balance of pending entries that have not been approved
 - Available – balance of available leave (**reflects pending entries**)

- The timesheet reflects real-time leave balances based on work and leave hours entered on the timesheet. The timesheet always reflects current leave balances; they do **not** adjust if a different time period is opened on the timesheet.

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	213.00	208.00	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
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	213.00	208.00	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

Current, real-time leave balances that do not adjust to the time period reflected on the timesheet.

TIMESHEET COMPONENTS

- The timesheet defaults to the current workweek. The current week displayed on the timesheet is based on the FLSA workweek used by the agency.

Name: _____ Company/Paygroup: _____ State Service Effective Date: _____
 Empl ID: _____ Department: _____ Manager: _____
 Job Title: _____

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	213.00	208.00	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
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	213.00	208.00	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

Current Week
 Weekly
 Scheduled 40.00 | Reported 0 Hours

Submit

*Time Reporting Code

15-Sunday	16-Monday	17-Tuesday	18-Wednesday	19-Thursday	20-Friday	21-Saturday	Status
Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	NA				

View Leave Balances



↑ Click arrows to navigate to previous or next week. ↑

- Employees can navigate to different weeks by either clicking the previous and next arrows or clicking the date range to access the calendar pop-up.
- ***Note*** Screenshots depict the date range as “current week.”



↑ Click the date range to open the calendar pop-up. ↓



◀ **Current Week** ▶

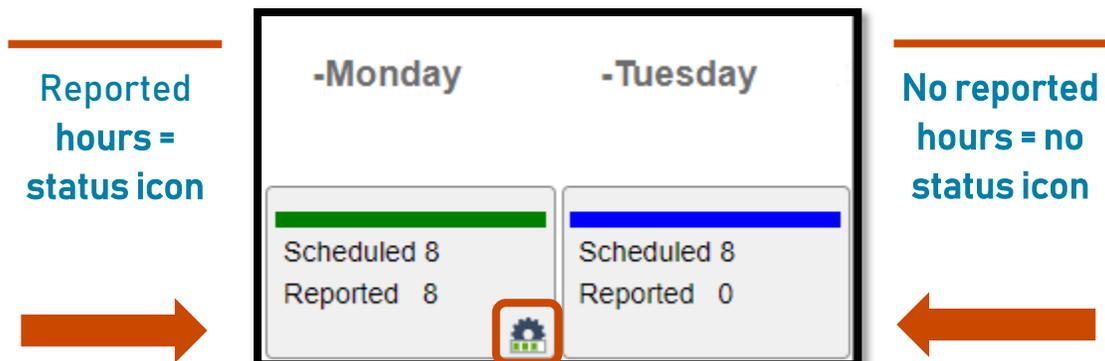
Weekly

Scheduled 40.00 | Reported 8 Hours

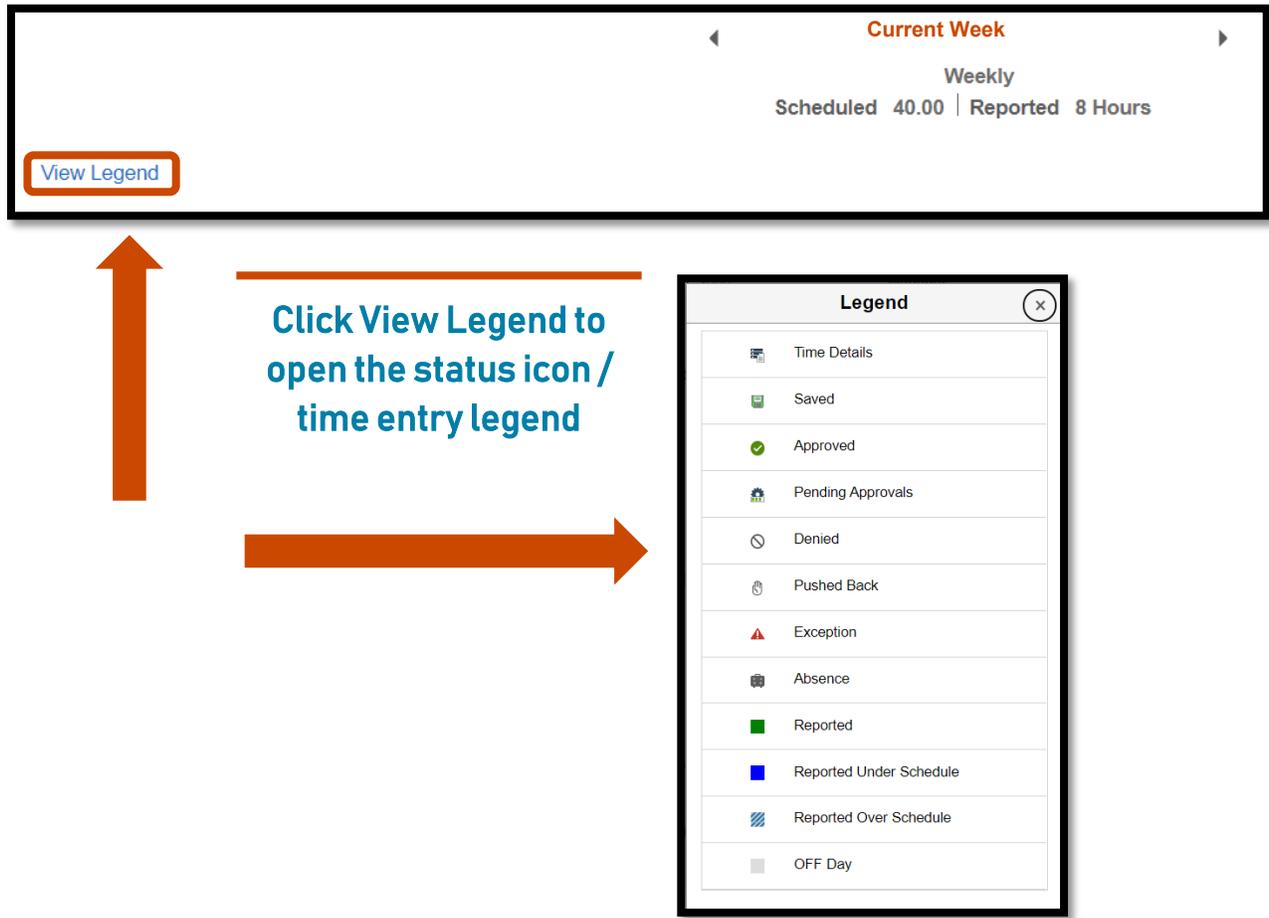
- A weekly total of scheduled hours and reported hours will display under the date range.
- Scheduled Hours = the employee's assigned schedule in CAPPS
- Reported Hours = **ALL** time recorded on the timesheet, both work hours and leave hours
- ***NOTE*** Reported hours **DO NOT** reflect hours to be paid
- The assigned schedule is displayed under each day for salaried employees. Hourly employees do not have an assigned schedule in CAPPS.
- Reported hours for each day will display under the scheduled hours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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

- Status icons will display on the lower right-hand corner of each day with reported hours.



- A legend for status icons is located to the left of the date range.



TIMESHEET ENTRY

Timesheet entry is an important aspect of CAPPs HR/Payroll processing functionality. Only approved timesheet entries are processed by CAPPs.

BASICS OF TIMESHEET ENTRY

- The *Time Reporting Code* (TRC) identifies the type of time being entered. Only one TRC is used per line.
- Click **Submit** to save timesheet entries and send to management for approval.
- The status column displays the status of the reported time. Possible status codes on the status line include:
 - NA – needs approval
 - AP – approved
 - SB – processed by CAPPs

- A **View Leave Balances** link is in the lower left corner of the *Report Time* page. Clicking the link will open the same *Leave Balances* page displayed as an option in the left navigation menu.
- Scroll to the right to view additional timesheet features such as *Override Reason (ORC)*, *Task*, *Labor Account Code (LAC)*, *FMLA/Parental/Mity ID*, *Comments* and the + and - symbols used to add/delete rows.

Override Reason	Task	Labor Account Code	FMLA/ Parental/ Mity ID	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table are search icons (magnifying glass) for each of the first four columns, followed by a '+' button and a '-' button.

- *ORC*, *Task*, and *LAC* are agency-specific codes used in combination with TRCs, on the same line, to add more detail to basic time entry. Like TRCs, clicking the magnifying glass icon will provide a list of codes used by the agency.
- *FMLA/Parental/Mity ID* is used in combination with TRCs to code a leave entry with the appropriate event ID provided by the agency FMLA administrator.
- *Comments* is a free-form field which allows notes to be entered on a timesheet entry.
- The + symbol adds a new row to the timesheet when additional entries are needed.
- The - symbol deletes the selected row and all related entries from the timesheet.

TIMESHEET ENTRY FOR HOURS WORKED **OVER** SCHEDULED HOURS

- Select **REGHR – Regular Hours Worked** – as the TRC.
- Enter the TOTAL hours worked on the date hours were worked.
- **REGHR** hours can be entered on day the employee is scheduled OFF.
- Click Submit to save the entry and submit for management approval.
- The status line at the top of the date will reflect hours reported over scheduled hours.

*Time Reporting Code	15-Sunday	16-Monday
<p>REGHR hours entered are greater than scheduled hours, confirmed by the <u>status line</u>.</p> <p>REGHR - Regular Hours Worker ▾</p>	<p>Scheduled OFF</p> <p><input type="text"/></p>	<p>Scheduled 8 Reported 10</p> <p><input type="text" value="10.00"/></p>

An orange arrow points from the text box to the '16-Monday' column, and another orange arrow points from the 'Scheduled OFF' box to the '16-Monday' box.

TIMESHEET ENTRY FOR FULL/PARTIAL DAY OF LEAVE

- Select the leave TRC.
- Enter the number of hours on the date leave was taken.
- Leave can be entered for a partial day. The remaining scheduled hours are considered work hours.

	Scheduled OFF Reported 0	Scheduled 8 Reported 8	Scheduled 8 Reported 4
ANLVT - Annual Leave Taken ▼		8.00	
SICKT - Sick Leave Taken ▼			4.00

TIMESHEET ENTRY ON A FEDERAL/STATE HOLIDAY

- Federal/state holidays will be red on the timesheet.
- If hours are worked on a federal/state holiday:
- Select **REGHW** – *Reg Hrs Worked on a Holiday* – and enter the number of hours worked, up to the number of eligible holiday hours (8 hours for full-time employees, 4 hours for part-time (50%), etc.)
- For hours worked over eligible holiday hours, select **REGHR** and record additional hours.
- If hours are worked on a federal/state holiday which falls on a Saturday or Sunday, select **REGHR** to record all hours.
- If scheduled hours are greater than eligible holiday hours, CAPPS will automatically insert a leave entry to account for the extra hours.
- The leave entry will be in NA status until approved.
- While in NA status, the leave entry can be changed to a different leave type.

	Scheduled OFF Reported 0	Memorial Day Reported 10
REGHR - Regular Hours Worker ▼		2.00
REGHW - Reg Hrs Worked on H ▼		8.00

TIMESHEET ENTRY ON AGENCY HOLIDAYS

- Agency holidays are designated by the administrative head of the agency.
- Agency holidays will **NOT** be highlighted in red on the timesheet.
- If the agency holiday is on a day with scheduled hours:
- Select **AGYHW** – *Hrs Worked on Agency Holiday* – and enter the number of hours worked, **up to** the number of eligible holiday hours (8 hours, Part Time (50%) – 4 hours, etc.,).
- For hours worked over eligible holiday hours, select **REGHR** and record additional hours.

Scheduled OFF Reported 0		Scheduled 8 Reported 10	
AGYHW - Hrs Workd on Agency			8.00
REGHR - Regular Hours Worker			2.00

TIMESHEET ENTRY ON OPTIONAL HOLIDAYS

- If an optional holiday is observed:
 - Select **OHCPT** – *Optional Holiday Comp Taken* – as the TRC and record the number of hours NOT worked in observance of the holiday.
 - Select **REGOH** – *RegHol Work in lieu of Opt Hol* – as the TRC and record the number of hours worked on a federal/state holiday in place of the optional holiday.
 - **REGOH** adds hours to the optional holiday balance
 - **OHCPT** subtracts hours from the optional holiday balance
 - The optional holiday balance can be negative until a federal/state skeleton holiday is worked in its place.

Scheduled 8 Reported 8	
OHCPT - Optional Holiday Comp	8.00

TIMESHEET ENTRY FOR FLEXED SCHEDULE

- Select **FLEXS** – *Flexing Schedule* – as the TRC and enter the number of scheduled hours **NOT** worked.
- All hours recorded with **FLEXS** must be made up in the same FLSA workweek. **If hours are not made up, a pay dock will occur.**
- In the example below, 2 scheduled hours were flexed, or **NOT** worked, on Monday. The hours were made up the next day by working 2 additional hours over scheduled hours.

	Scheduled OFF Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 10
FLEXS - Flexing Schedule		2.00	
REGHR - Regular Hours Worker			10.00

TIMESHEET ENTRY FOR FMLA EVENTS

- The FMLA ID is provided by the agency’s FMLA administrator.
- Select the leave type as the TRC, enter FMLA hours, and scroll the timesheet to the right to enter the FMLA ID under FMLA/Parental/Mlty ID on the same line as the FMLA leave TRC entry.
- If continuous FMLA leave is taken for the entire week during a week with a holiday, select FMLAH – *FMLA Taken on Holiday* – as the TRC and enter hours covered by FMLA for the date of the holiday. FMLAH is not needed if FMLA leave is intermittent.

APPROVED TIME

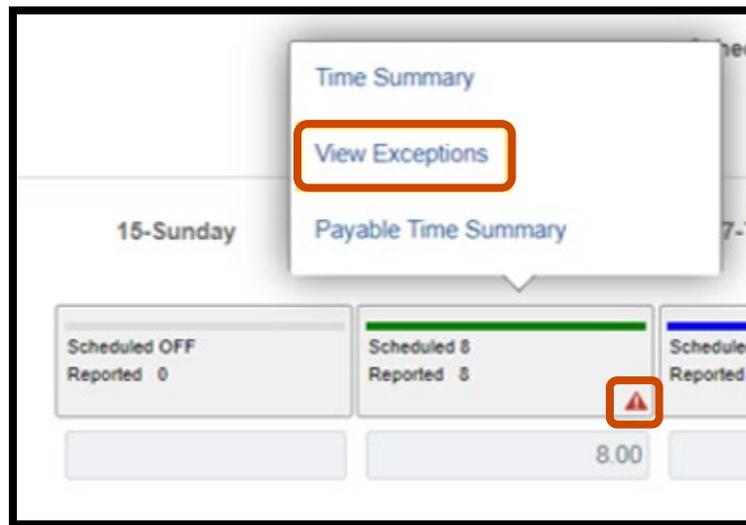
- When timesheet entries are approved, the status changes to AP and the approved icon appears on the lower right corner of the date.
- The entry can no longer be edited through Employee Self Service.
- If a correction is needed, a Manager/Time Administrator/SuperUser can make the correction on behalf of the employee.

Approved icon is in right corner and timesheet entry is grayed out.

	Scheduled OFF Reported 0	Scheduled 8 Reported 8
REGHR - Regular Hours Worked		8.00

EXCEPTION ON TIMESHEET

- Exceptions are errors with the reported time.
- Exceptions lock the timesheet until the SuperUser corrects the error.
- An exception icon appears on the lower right corner of the date when there's an error.
- Clicking the icon will provide a link to view the exception.
- A description of the exception is provided, but no action can be taken because the timesheet is locked.



TIME SUMMARY

- The *Time Summary* page displays one entire month, always beginning on the first of the month.
- The calendar defaults to the current month. To access a different month from the default view:
 - click the previous and next arrows to navigate month-by-month
 - or
 - click on the date range to access the calendar pop-up.
- Clicking a date on the calendar will summarize timesheet entries for the selected date at the bottom of the page.

1 May - 31 May 2022						
Scheduled 176.00 Reported 102 Hours						
Reported Time Payable Time						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Off Day Scheduled: 0 Hours Required: 0 Hours	2 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	3 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	4 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	5 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	6 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	7 Off Day Scheduled: 0 Hours Required: 0 Hours
8 Off Day Scheduled: 0 Hours Required: 0 Hours	9 Scheduled: 8 Hours Required: 8 Hours	10 Scheduled: 8 Hours Required: 8 Hours	11 Scheduled: 8 Hours Required: 8 Hours	12 Scheduled: 8 Hours Required: 8 Hours	13 Scheduled: 8 Hours Required: 8 Hours	14 Off Day Scheduled: 0 Hours Required: 0 Hours
15 Off Day Scheduled: 0 Hours Required: 0 Hours	16 Scheduled: 8 Hours Required: 8 Hours	17 Regular Hours Worked - 10 Hours Scheduled: 8 Hours Required: 10 Hours	18 Regular Hours Worked - 10 Hours Scheduled: 8 Hours Required: 10 Hours	19 Regular Hours Worked - 3 Hours Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 10 Hours	20 Scheduled: 8 Hours Required: 8 Hours	21 Off Day Scheduled: 0 Hours Required: 0 Hours
22 Off Day Scheduled: 0 Hours Required: 0 Hours	23 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	24 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	25 Regular Hours Worked - 8 Hours Scheduled: 8 Hours Required: 8 Hours	26 Scheduled: 8 Hours Required: 8 Hours	27 Scheduled: 8 Hours Required: 8 Hours	28 Off Day Scheduled: 0 Hours Required: 0 Hours
29 Off Day Scheduled: 0 Hours Required: 0 Hours	30 Regular Hours Worked - 2 Hours Reg. Hrs. Worked on Holiday - 8 Hours Scheduled: 8 Hours Required: 10 Hours	31 Scheduled: 8 Hours Required: 8 Hours				
MAY 19 Thursday Total Reported: 8 Hours Time Reporting Code: Regular Hours Worked - 2 Hours, Regular Hours Worked - 5 Hours						



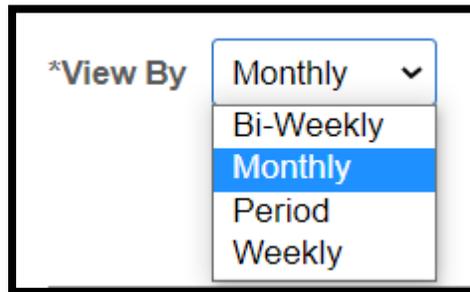
Entire month is displayed with a summary of the selected date on the bottom.



- From the daily summary, clicking **Actions** will provide access to edit time or view exceptions if the selected date has an exception.



- Different *Time Summary* views Bi-Weekly, Monthly, Period, or Weekly – can be selected by clicking the drop-down menu.



PAYABLE TIME

The *Payable Time* page is used to monitor time entered and leave used or awarded. Only approved timesheet entries will appear in Payable Time.

Payable Time

*From:

*Through:

[Previous Week](#) [Next Week](#)

Payable Time Summary

Time Reporting Code	Sun 5/8/2022	Mon 5/9/2022	Tue 5/10/2022	Wed 5/11/2022	Thu 5/12/2022	Fri 5/13/2022	Sat 5/14/2022	Quantity (Hours)
ANLVA			8.00					8.00
SCHEP			8.00	8.00	8.00	8.00		32.00
SCHHR			8.00	8.00	8.00	8.00		32.00
SICKA			8.00					8.00

Enter date range to view Payable Time for that week.

Timesheet entries processed by CAPPs, plus scheduled hours and leave accruals.

LEAVE BALANCES

- The *Leave Balances* page is updated daily, but only approved leave entries that have been processed by CAPPs are reflected. Each individual tile shows a summary for the leave type.

- There is a [link on the timesheet](#) to the *Leave Balances* page.
- Clicking a leave type will show details of the leave plan:
 - Today's Date – current date
 - Last Update – date of last system update
 - Last Accrual Date – date last accrual was posted, only for Annual Leave and Sick Leave
 - Leave Time Off Plan – leave type
 - Beginning Fiscal Year Balance – balance at beginning of the fiscal year
 - Earned Fiscal Year to Date Balance – total hours earned since the beginning of the fiscal year
 - Taken Fiscal Year to Date Balance – total hours taken since the beginning of the fiscal year
 - Adjusted Fiscal Year to Date Balance – total hours adjusted since the beginning of the fiscal year
 - Pending Approval – total hours entered on the timesheet that have not been approved
 - Available Balance – available hours that can be taken as of the current date
- For leave types that expire, the expiration date and number of expiring hours is listed in the Leave Information section. The leave must be used by the day before the expiration date. If the leave type does not expire, 0.000000 will display.

Leave Balances

[Return to Leave Balances](#)

Today's Date 05/19/2022
Last Update 05/19/2022

Leave Time Off Plan Compensatory Time

Beginning Fiscal Year Balance 56.000000
Earned Fiscal Year to Date Balance 1.000000
Taken Fiscal Year to Date Balance 0.000000
Adjusted Fiscal Year to Date Balance -50.000000
Pending Approval 0.000000
Available Balance 7.000000

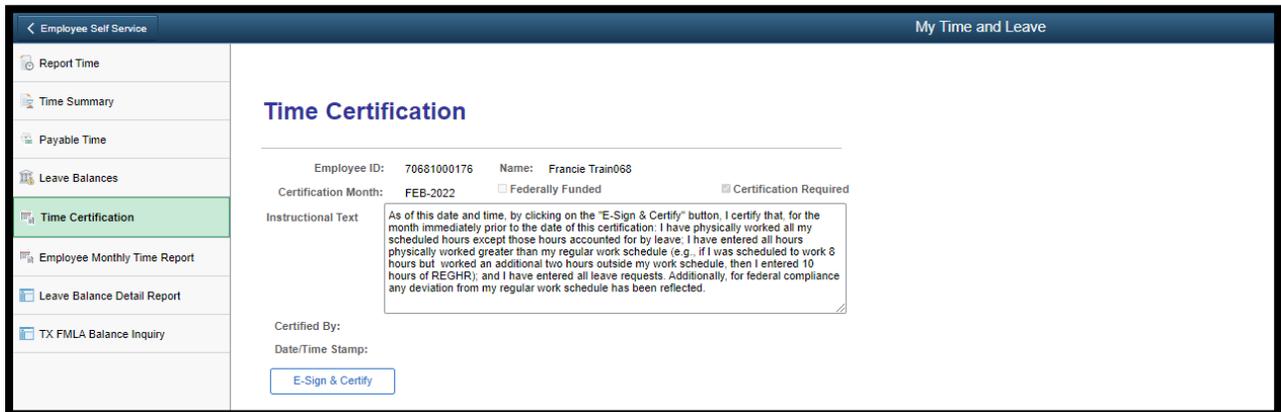
Leave Information 3 rows

Expiration Date ▾	Number of Hours Expiring ▾
08/06/2022	2.000000
08/20/2022	4.000000
02/18/2023	1.000000

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.

TIME CERTIFICATION

- The *Time Certification* page becomes available after a month has ended, on the first day of the next month.
- Not all agencies require Time Certification.
- Time Certification due dates are agency specific.

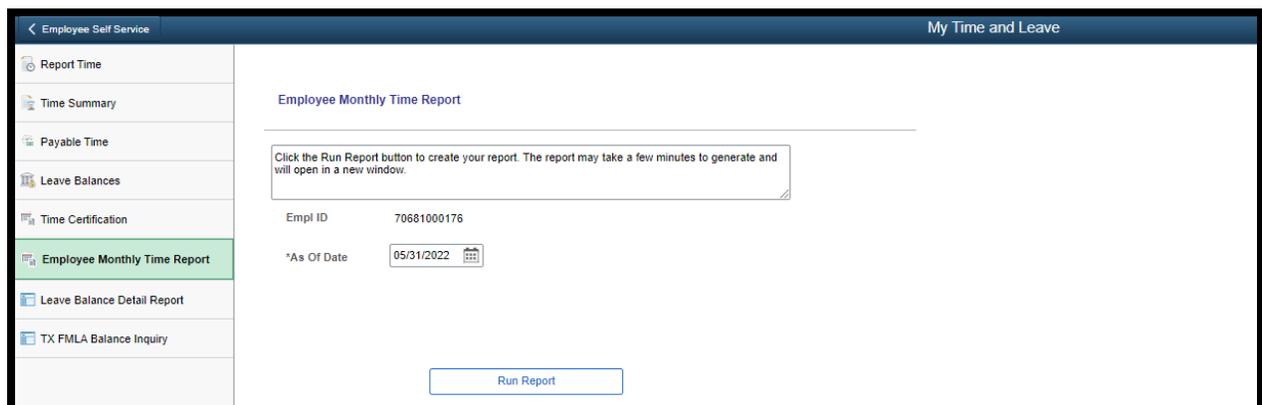


The screenshot shows the 'Time Certification' page within the 'My Time and Leave' section of the Employee Self Service portal. The left sidebar contains navigation options: Report Time, Time Summary, Payable Time, Leave Balances, Time Certification (highlighted), Employee Monthly Time Report, Leave Balance Detail Report, and TX FMLA Balance Inquiry. The main content area displays the following information:

- Employee ID:** 70681000176 **Name:** Francie Train068
- Certification Month:** FEB-2022 Federally Funded Certification Required
- Instructional Text:** As of this date and time, by clicking on the "E-Sign & Certify" button, I certify that, for the month immediately prior to the date of this certification, I have physically worked all my scheduled hours except those hours accounted for by leave. I have entered all hours physically worked greater than my regular work schedule (e.g., if I was scheduled to work 8 hours but worked an additional two hours outside my work schedule, then I entered 10 hours of REGHR); and I have entered all leave requests. Additionally, for federal compliance any deviation from my regular work schedule has been reflected.
- Certified By:** (blank)
- Date/Time Stamp:** (blank)
- Buttons:** E-Sign & Certify

EMPLOYEE MONTHLY TIME REPORT

- The *Employee Monthly Time Report* displays timesheet entries and various leave plan information for the selected time period. It also provides a breakdown by day for ORCs, FMLA and LAC entries and includes a Time Certification form which can be signed.
- To select the month for the report, enter the last day of the month as the As Of Date.



The screenshot shows the 'Employee Monthly Time Report' page within the 'My Time and Leave' section of the Employee Self Service portal. The left sidebar contains navigation options: Report Time, Time Summary, Payable Time, Leave Balances, Time Certification, Employee Monthly Time Report (highlighted), Leave Balance Detail Report, and TX FMLA Balance Inquiry. The main content area displays the following information:

- Employee Monthly Time Report**
- Instructional Text:** 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:** 70681000176
- *As Of Date:** 05/31/2022
- Buttons:** Run Report

LEAVE BALANCE DETAIL REPORT

- The *Leave Balance Detail Report* shows all leave activity by leave type within a specified period.

The screenshot shows the 'Employee Self Service' interface with a sidebar on the left containing menu items: Report Time, Time Summary, Payable Time, Leave Balances, Time Certification, Employee Monthly Time Report, Leave Balance Detail Report (highlighted), and TX FMLA Balance Inquiry. The main content area is titled 'My Time and Leave' and 'Leave Balance Detail Report'. It contains a text box with instructions: 'Enter the Start and End Dates. Select the Leave Plan and click the Run Report button to create your Leave Balance Detail Report. The report may take a few minutes to generate and will open in a new window.' Below this are input fields for Employee ID (70681000176), Start Date, End Date, and *Leave Plan. A 'Run Report' button is located at the bottom.

TX FMLA BALANCE INQUIRY

- The *TX FMLA Balance Inquiry* page displays the FMLA balance for each FMLA event. If there are no FMLA events, the page will display no results.

The screenshot shows the 'Employee Self Service' interface with a sidebar on the left containing menu items: Summary (highlighted), FMLA Balance Inquiry, Train068.Barbara G Accountant III, FMLA Balance Summary As of 05/20/2022, and There are no FMLA Events at this time. The main content area is titled 'My Time and Leave' and 'FMLA Balance Inquiry'. It contains a text box with the following text: 'FMLA Balance Inquiry', 'Train068.Barbara G', 'Accountant III', 'FMLA Balance Summary As of 05/20/2022', and 'There are no FMLA Events at this time.' A 'New Window | Personalize Page' link is visible in the top right corner.