**Please note each step of your review in the table below.**

**Version Control:**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes** |
| 1.0 | 11/24/15 |  | Word version of 2012 User Guide distributed to Business Owner. |
| 1.1 | 1/29/2016 (3pm) | Karen Stitt | As of this writing, none of the Business Partners have identified any additions or changes needed to the Glossary. NGA, there are no changes to this guide.  |
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Glossary

# Preface: Glossary of Terms

| Glossary Term | Abbrevia-tion | Definition |
| --- | --- | --- |
| Accessibility Features Off |  | There is an option for users who want to use accessibility features. The CAPPS system will default to Accessibility Features Off and the user can enable them in Set Accessibility Flag. |
| Accessible Layout Mode |  | This option is designed for visually impaired users who use assistive technology, such as screen readers. |
| Account Number |  | This is the number associated with your checking or savings account. |
| Account Type |  | Indicates whether the account you entered for direct deposit is a checking or savings account. |
| Acknowledgement |  | Employee confirms that he or she has reviewed and understand the evaluation criteria during the plan phase and the evaluation ratings during the evaluation phase. |
| Action Item |  | See Request. |
| Active Position Status Report |  | View information related to any positions you manage and the position’s incumbent employee. This report is run for all positions that report to you. |
| Active Status |  | Status of an employee not on a leave of absence or in a terminated status. |
| Activity |  | A learning component that is either a class or part of a course. Activities may be Web-based or Instructor-led learning. |
| Administrative Training |  | A course that is not job-specific and available to all employees across HHS. Examples of administrative training courses include Civil Rights or Microsoft Word. Administrative training does not include program training courses, such as CPR. |
| Advice Information |  | Your pay group, pay period, and advice information shown in the earnings statement. |
| After Tax Deductions |  | Deductions from your pay after taking taxes. |
| Agency Property |  | Property belonging to HHS that may be assigned to employees upon hire (for example, laptop computers, cars, etc.). |
| Agency Property Report |  | Track any State-owned property distributed to employees whom you manage. This report can be run for employees that report directly to you. |
| Alternative Search |  | The Alternative Search searches all jobs within the system. |
| Americans with Disabilities Act Form | ADA | A form that must be downloaded from the CAPPS site and sent to the Service Center in order to complete a job audit request. |
| Annual Base Benefits Rate | ABBR | Also known as Insurance Salary. The employee’s monthly salary or at the time of hire or as of September 1 of each year. |
| Annual Evaluation |  | The standard yearly evaluation that occurs for every state employee on the anniversary hire date for that employee. |
| Applicant |  | An individual who applies for a job at HHS. |
| Applicant Profile |  | An online form within the hiring center that displays the details of the applicant’s job application to a hiring authority. |
| Applicant Status |  | Applicant status allows the hiring authority to know which phase of the recruitment process the applicant is currently in for a specific requisition. The status indicates to the hiring authority what steps need to be taken. Applicant Requisition Statuses:* Pre-screened
* Sent to manager
* Interviewing
* Hold
* Offer
* Hired
* Disqualified
 |
| Applicant Type |  | The type of applicant that uses the site.* Employee (Internal applicant) – the applicant is a current employee within Centralized Accounting and Payroll/Personnel System (CAPPS)
* External Applicant (External applicant) – the applicant has never worked for the HHS Enterprise agencies, or is a former employee
 |
| Approver |  | An individual responsible for approving the job opening and/or job offer. |
| Audit History |  | A record displaying the name, date, and time a performance document was created, last modified, and completed. |
| Base Period Claim |  | An unemployment insurance claim where the State may not be the last employer of record. |
| Basic Assessment Questions |  | A list of questions related to the job requirements and administered to any applicant being considered for employment with any of the HHS agencies. If answered incorrectly these questions are bars of employment. |
| Before-Tax Deductions |  | Deductions from your pay prior to taking taxes. |
| Benefit Replacement Pay | BRP | BRP is paid to eligible employees. Under the BRP program, the state pays 5.85 percent of an eligible employee’s gross wages during the pay period for the employee portion of social security tax until the employee’s earnings reach $16,500 in the calendar year. |
| Bona Fide Offer of Employment | BFOE | A document that provides information regarding a modified or alternate duty assignment. This is originated by the supervisor and provided to the injured employee for a specified period based on the treating doctor’s recommendations.  |
| Browser |  | A software application/program used to locate, view, download, display, upload, surf, or otherwise access web pages on the internet. Microsoft Internet Explorer, Mozilla Firefox, and Netscape Navigator are well-known “web browsers” that enable you to view and interact with websites. |
| Centralized Accounting and Payroll/Personnel System | CAPPS | Centralized Accounting and Payroll/Personnel System (CAPPS), is a Web-based system that includes:* One destination for real-time reliable information
* A “single source of truth” reducing conflicting data, and
* Better tracking and standardization of financial information.

CAPPS provides HHS real-time access to financial information and provides enhanced reporting capabilities.  |
| Check Box |  | A box on a screen in the system that indicates with a check mark, that you have made a selection when you click on it. |
| Collapse |  | A link that allows the user to hide information in a specific field.  |
| Collapse All |  | A link that allows the user to hide all fields and related information in each except for the field heading. |
| Comp Time/Overtime Earned Report |  | View employees’ state comp time or FLSA overtime earned over a specified time period. |
| Comp Time/Overtime Threshold Report |  | Display employees who have a balance over a user specified threshold for a selected leave type of Compensatory Time or Overtime. Only one report can be run at a time. |
| Company |  | Agency. For example, Department of Aging and Disability Services (DADS). |
| Company Address |  | Agency name and address where you work. |
| Company Directory |  | Allows employees to view organizational profiles, organization charts, and organizational structure based on the reports to relationship. |
| Compensation History Report |  | View employees’ historical compensation information within a specified date range. This report can be run for all employees that report directly to you. |
| Competitive Selection |  | Filling a vacant position through the recruiting process of posting the open position for candidates to apply.  |
| Complete Document |  | Conduct performance evaluation. |
| Conditional Offer |  | An offer that is extended to an applicant for a position where the results of some required due diligence checks have not yet been obtained. A conditional offer is used when there is an urgent need to fill the position or additional time is required to obtain the final outcomes of the due diligence checks (i.e. fingerprint check). |
| Content Group |  | An Enterprise agency: DADS, DFPS, DSHS, DARS, HHSC. |
| Content Group Type |  | A job family such as: Auditor, Clerical, CPS Investigator, Dental, Human Services Specialist. |
| Contingent Worker |  | The relationship of a person who provides services to another entity under terms specified in a contract on a non-permanent basis (e.g. independent contractors, temporary workers, leased workers). |
| Core HR |  | PeopleSoft Module that increases effectiveness of agency workforce-related business processes by streamlining administrative tasks, from managing talent to paying employees.Key Benefits:Develops a central repository for employee data and historical records to ensure consistent data across all modules. |
| Course |  | A course may be a collection of learning activities related to a specific topic of study. A course may have multiple learning activities. |
| Course Catalog |  | A list of all administrative training courses grouped by topic. |
| Create Document |  | Develop a performance document. |
| Current Document |  | Performance documents that are currently open for an employee/direct report. |
| Date Reviewed |  | This field is the date you met with your employee to discuss the performance evaluation for the performance period. Enter the performance evaluation review date. This field cannot be future dated. If you do not fill in the date, this field will auto-populate with the current date. |
| Demotion |  | Movement of an employee to a new position within a lower salary group in the same agency.  |
| Department |  |  A sub-unit within a business unit where an employee is assigned. A business unit is comprised of one or more departments. |
| Development Document |  | System uses this document for employee development. It identifies key development opportunities for the employee. Notes that a manager may choose to record throughout the year based on positive performance management discussions that a manager has with an employee. |
| Development Plan |  | A strategy for improvement based on specific objectives, with appropriate timeframes, to assist an employee in achieving career development goals. |
| Dialog Box |  | See Pop-up. |
| Direct Deposit |  | The electronic transfer of an employee’s net pay funds to the employee’s bank or credit union account. |
| Direct Report |  | An employee who reports directly to a manager or individual in a supervisory role. Also referred to as “Team Member” in the online system. Used interchangeably with reference to the employees a manager supervises. |
| Direct Transfer to State Agency |  | Transferring to another state agency with no break in service. |
| Disability |  | The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities. |
| Drop-Down Box |  | A field that has a list of options from which to choose. Click on the downward-facing arrow in order to view options and make a selection. |
| Due Diligence Activity Report |  | View due diligence activity for a specified job posting. |
| Due Diligence Check Indicators |  | An indicator on the requisition that shows which due diligence checks should be performed.  |
| Due Diligence Check Provider |  | An individual responsible for performing due diligence checks. Responsibility for conducting a due diligence check can vary depending on each check. |
| Due Diligence Tracker |  | An individual responsible for initiating due diligence checks and pass/fail results. For HHS Enterprise agencies, the recruiter fulfills this role. |
| eCase |  | Client case management record maintained by NGA outside of HHSAS. Database containing all transactions related to interactions and actions performed on behalf of the client. |
| Effective Date |  | See Transaction Effective Date. |
| Effective Date of Change |  | See Transaction Effective Date. |
| Employee |  | The relationship of a person who is hired to provide services to a company on a regular basis in exchange for compensation and who does not provide these services as part of an independent business. |
| EmplID |  | A unique eleven-digit number that is assigned to each employee upon hire. It is used to identify the employee to the Service Center and the CAPPS website. |
| Employee Directory  |  | View public information such as business phone and email information. |
| Employee ID |  | A unique eleven-digit number that is assigned to each employee upon hire. It is used to identify the employee to the Service Center and the CAPPS website. |
| Employee Information |  | Your name and address listed in CAPPS. |
| Employee Job Information |  | Your employee position information including your employee ID, department name, work location, job title, pay rate, and pay frequency. |
| Employee Monthly Time and Leave Reports |  | Provide a monthly summary of hours taken, leave balances, expiring leave balances; and forecast the amount of Vacation Leave converting to Sick Leave at the end of the Fiscal Year for your direct reports. |
| Employee Relations |  | As it relates to the Manage Recruitment and Selection process, an individual responsible for receiving due diligence results for certain due diligence checks where the information is restricted, interpreting them and providing appropriate pass/fail status to the recruiter. Also provides policy interpretation and guidance. |
| Employee Record |  | A unique identifier used to segregate multiple agency data within a database. Identifies separate organizational relationships within an EmplID.  |
| Employee Required Training Report |  | Track progress against required program and administrative courses as defined by the agency training administrators. This report can be run for each employee that reports to you. |
| Employee Without Accruals Report |  | Identify employees without accruals or who have insufficient balances. This report can be run for employees that report directly to you. |
| Employer Paid Benefits |  | Group health insurance and retirement benefits paid by your agency. |
| Enroll |  | The action required to sign up for an activity, to attend a class, or take an online course. |
| Enterprise Learning Management | ELM | PeopleSoft Module that enables full management of learning-related workforce competencies through a single, unified delivery system. Provides ability to plan, deliver and track learning activities and tie them directly to core business initiatives.Key Benefits:Provides specific, targeted learning objectives to ensure employees learn skills quickly and effectively. Automatic notifications ensure employees know when specific training is due. Maintained class statistics allow for detailed reporting. |
| Evaluation |  | A document that provides meaningful feedback, in person and in writing, on how well the employee is performing the tasks, standards, and performance dimensions listing on the performance plan, and an opportunity to discuss and plan activities to promote professional growth or performance improvement. |
| Evaluation Criteria (Performance Plan) |  | A document shared with the employee to communicate performance expectations and provide a basis for evaluating job performance. The plan consists of the job description, tasks (description), standards (measurements), and performance dimensions. |
| Evidence |  | Documentation, witness statements, etc.  |
| Exempt Reason |  | By claiming exempt from direct deposit, you will receive a paper warrant for your net pay at the close of each pay period (unless you elect to receive a PayCard). The exempt reason you choose will describe why you are exempt from participating in direct deposit. |
| Expand |  | A link that allows the user to show information in a specific field. |
| Expand All |  | A link that allows the user to show all fields and related information in each. |
| Fair Labor Standards Act Status | FLSA | An indicator as to whether a position is eligible for overtime according to the Fair Labor Standards Act (FLSA). “Non-exempt” means the employee must be compensated according to the FLSA overtime provisions. The overtime provisions apply when hours worked in excess of 40 per week for a full-time employee by either payment at the rate of 1.5 times the employee’s hourly rate or earning overtime compensatory leave credits at 1.5 times the number of overtime hours. All other status values indicate the type of exemption from FLSA compensation (for example, administrative, professional, etc.). |
| Fiscal Year | FY | The financial year of Health and Human Services (HHS). The fiscal year starts on September 1st and ends on August 31st. |
| FMLA/Parental Leave Report |  | View activity for the Override Reason Codes (FMLA or PARNT) over a specified period of time. You may use this report to monitor eligibility for FMLA/Parental Leave based on the hours used during the period selected compared to the hours allowed. |
| Frequently Asked Questions | FAQs | A list of questions that are most often asked and the related answers. FAQ’s are available to help you find answers on your own. |
| Full-time equivalents (FTEs)  |  | Units of measure that represent the monthly average number of state personnel working 40 hours a week. |
| HHS Enterprise Prior State Employment  | HR0112 | Completed by an HHS employee to document prior work experience with a Texas state agency, including state colleges or universities.  |
| HHS Performance |  | Default name for performance document type in the system. |
| Hiring Authority |  | A hiring manager who identifies the need to fill a position and is listed as the hiring manager on the job opening. This is generally the individual who manages the vacant position being filled. The hiring manager is responsible for raising a request to fill a vacancy and for all recruiting activities necessary to be undertaken to fill the vacancy. |
| Hiring Specialists  | HR | An HHS hiring authority that performs recruitment and hiring activities on behalf of managers. |
| Historical Documents |  | Archived performance documents for all previous and current direct reports. |
| Hot Jobs |  | These are jobs which Health and Human Services is looking to fill quickly due to a high demand for this position. |
| Hours and Earnings |  | Shows the current pay earned for each hour worked during the pay period which includes year-to-date earnings. |
| HR Policies |  | A link from the left-hand navigation found on the CAPPS homepage where employees can access the on-line Human Resources policies library. |
| I-9 Form |  | A form that documents an individual’s eligibility to work in the United States and the proof provided. |
| Icon |  | A picture or symbol that can be clicked to link to an associated task or page.  |
| Indirect Reports |  | Employees who directly report to your direct reports.  |
| Information Release Indicator |  | The amount of public access to your personal information that you as an employee wish to allow. You can opt to release all information, no information, or restrict access to specific pieces of personal information. |
| Initial Claim |  | An unemployment insurance claim where the State is the last employer of record. |
| Inquirer |  | An individual with view only access. May view job opening data and applicant data for research purposes. |
| Interagency Transfer |  | An employee transferring between state agencies or public institutions of higher education with no break in service (either employee-initiated or via legislative mandate) ensuring entitlement to all applicable state benefits. |
| Internal Candidate |  | A candidate that is considered an employee or non-employee within CAPPS. This individual can login and access the internal Careers page through self-service functionality to search and apply for jobs. |
| Involuntary Separation |  | A separation initiated by an HHS agency in coordination with HHS HR and Legal Services. |
| Job Agent |  | Job Agents are searches that allow you to view jobs that match defined criteria. Job Agents continuously run searches based on your criteria and will send you email notifications of matching jobs if you request the job agent to notify you.  |
| Job Audit Summary Report |  | Provide current, requested, and final information resulting from a job audit request. This report can be run for any job audit request that you have submitted. |
| Job Center |  | The Job Center helps you search, view and apply to open job positions within Health and Human Services agencies. |
| Job Data |  | Job data and position data are intrinsically tied together with the job data inheriting many elements from the position. The key difference being job data is tied to the specific employee and is unique to that employee. At a basic level the job data can be viewed as a perpetualdata file that stores key information about the employee and records all employment related actions. |
| Job Data History Report |  | View actions which have impacted employees’ historical job information within a specified date range. This report can be run on selected actions for all employees that report to you. |
| Job Description |  | A clear, concise, and specific description of the job that covers what incumbents actually do. It should enable the reader to differentiate the job from all other jobs. |
| Job Posting Report |  | View details of a specified job posting. |
| Job Profile |  | The Job Profile displays the detailed job description and job attributes. |
| Job Profile Manager  | JPM | HR module used to describe attributes of jobs or individuals. Profiles summarize competencies, qualifications, and skills of a job or person. |
| Job Requisition Coordinator  | JRC | An HHS hiring authority that performs recruitment and hiring activities on behalf of managers. |
| Job Search |  | The Job Search allows you to choose detailed search criteria so that you are able to complete a more specific search of the job postings in the system. |
| Labor Account Code |  | A 22-digit code signifying the agency, program code, department ID, department fund, program cost account, and comptroller fund. |
| Labor Distribution Amount |  | An actual labor cost associated with reported time.  |
| Last Date Physically Worked |  | Last date the employee was physically on the job. |
| Launch |  | The action required to begin taking a Web-based course. |
| Leave, No Pay Disciplinary |  | This LOA reason should be used an employee is out on leave without pay due to a disciplinary suspension. |
| Leave, No Pay FMLA |  | This LOA reason should be used when an employee is out on leave due to the following reasons:  Serious health condition – employee or employee’s spouse, child, parent; Birth/Placement of child; Qualifying Exigency Leave or Military Caregiver Leave. |
| Leave, No Pay Military |  | This LOA reason should be used when an employee is called to active duty. |
| Leave, No Pay Parental |  | This LOA reason should be used when an employee is out on leave without pay due to the birth of a child or the placement of a child under three years of age for adoption or foster care.  The employee has a total of less than 12 months of state service, or has worked fewer than 1,250 hours in the 12 months immediately preceding commencement of the leave. |
| Leave, No Pay Regular |  | This LOA reason should be used when an employee is out on an approved, unpaid absence from work. |
| Leave, No Pay Worker’s Compensation |  | This LOA reason should be used when an employee is out on leave without pay due to a Work-related injury. |
| Leave of Absence  | LOA | An employment status that indicates an employee will be on unpaid leave for an extended period of time, but will remain employed in his/her current position.  |
| Leave of Absence Begin Date |  | The date when the leave of absence takes effect (this date assumes the employee is in leave without pay status for the entire day). |
| Leave Patterns Report |  | Show patterns of employee leave that may indicate a need for additional documentation or action or could indicate an abuse of leave and should be researched. Leave patterns included on the report are: leave taken before and after scheduled days off; leave taken in less than 2 hour increments; sick time taken before or after a holiday; use of the override reason code UNAUT; and sick time taken for 3 or more consecutive days. |
| Leave Without Pay Report |  | Display Leave Without Pay information within a specified date range. This report can be run for employees that report to you. |
| Leveling (Leveled) BRP |  | BRP is paid out in equal installments during the calendar year. |
| Link |  | Underlined or highlighted text that indicates a shortcut to a site, a file, or a category. Clicking on a link will bring the user to the corresponding site or file. |
| Login |  | The process of entering your employee ID and password to gain entry into the CAPPS website. |
| Logout |  | The process of exiting from the CAPPS website. Selecting the Logout button logs the user out of the system. Any unsaved data or incomplete transactions will be lost. Always save your data and log out of the system when you are done. |
| Lump Sum Payout |  | Lump sum payment for the remaining hours of unused vacation leave for eligible separating employees. For more information on eligibility, refer to HR policy. |
| Major Life Activities |  | Examples include but are not limited to: Walking, hearing, seeing, speaking, breathing, learning or performing manual tasks. |
| Manager |  | A role assigned to an employee who has other employees reporting to them. |
| Manager View |  | Manager View is only available to managers and displays certain HR information. The Management View only provides access to positions below the manager accessing the view.  |
| Manager’s Performance Management Report |  | View information on Performance Management documents for employees that report to you. |
| Manager’s Recommendation |  | A recommendation added by the manager after an accident/incident investigation transaction was submitted. |
| Merit Eligibility Report |  | Provide current information to determine merit increase eligibility for employees whom you manage. This report can be run for employees that report directly to you. |
| Method of Finance |  | The term refers to the sources and amounts authorized for financing certain expenditures or appropriations made in the General Appropriations Act. A source is either a “fund” or “account” established by the comptroller, or a category of revenues or receipts (e.g., federal funds). |
| My Time and Leave |  | A link from the left navigation found on the CAPPS homepage where employees can perform time and leave transactions. |
| N/A |  | Not applicable. |
| Net Pay |  | Sometimes referred to as “take-home pay”. The amount of your pay remaining after all deductions and taxes has been taken out. |
| Net Pay Funds |  | See Net Pay. |
| Net Pay Distribution |  | Your net pay amount distributed. |
| New Base Pay |  | The New Base Pay is the total salary the employee will be making after the additional pay is added in and is a display-only field. |
| New Hire |  | An employee who does not have an employment record with the hiring agency within HHSAS. |
| New Hire Transaction |  | A transaction that occurs as a result of a competitive selection on a posted requisition. (i.e. New Hire, Transfer, Promotion, Demotion). |
| Non-Leveling (Unleveled) BRP |  | BRP is paid as wages are earned until an employee has earned $16,500 at which time the BRP stops. |
| Non-person Profile |  | An organized collection of data that represents attributes of a business object such as a job code or position number.Attributes include such information as: languages, licenses and certifications, competencies, due diligence checks, etc. |
| Notification |  | A message used to inform a manager of a transaction that has been submitted or approved/denied. |
| Number of positions |  | The total number of positions shown for a strategy, goal, or agency includes full-time exempt positions, full-time classified positions, and fulltime hourly and seasonal positions. In addition, it includes those positions which are not full-time regular positions, but are converted to full-time equivalents. |
| Occupational Category |  | A method utilized to sort various types of jobs on the WorkinTexas.com website. |
| Office of the Attorney General | OAG | The official state child support enforcement agency. Responsible for establishing, enforcing and modifying child and medical support orders. |
| Offline Application |  | A State of Texas Application for Employment submitted by any other method than online. This includes applications submitted by fax, by mail, by email, in person, etc. |
| On-boarding Process |  | A computer generated process that transfers applicant data from the CAPPS Hiring Center to the Managers Center. The transfer of information between the Hiring Center and CAPPS occurs five times a day at 8:00 AM (CT), 10:00 AM (CT), 12:00 PM (CT), 2:00 PM (CT) and 4:00 PM (CT). The transfer takes approximately one hour to complete. |
| Open Job Posting Report |  | Provide information on all open positions as of a specified date. |
| Optional Holiday Owed Report |  | Provide a way to view balance activity for the Optional Holiday Time Reporting Codes (OPHCT and REGOH) over a specified period of time. |
| Organization Chart |  | Graphical representation of reporting relationships displaying the organizational structure. |
| Organizational Relationship |  | How a person is related to the organization as represented in the database (Employee, Contingent Worker, and Person of Interest). |
| Part-Time Employees Working Over Scheduled Hours Report |  | Identify part-time employees working in excess of their schedules. This report can be run for employees that report directly to you. |
| Password |  | A group of letters, numbers, and special characters that you define. Your password must be at least eight characters and is case sensitive. Your password must also include at least two numeric characters and one special character that is not a letter or number (for example \*, &, ~).  |
| Pay Check Summary |  | Shows your total earnings, your tax withholdings, and the total deductions that make up your net pay. Current and year-to-date earnings are shown. |
| Pay Impacting Deadline |  | Date by which a pay impacting transaction must be entered in order to meet payroll processing deadlines. There is a link to the Managers Calendar on the CAPPS home page, which can be accessed by both employees and managers. |
| Pay Period |  | The time between one payday and the next. |
| Payable Time |  | Time generated by the system either in advance from schedules or during the course of the pay period from approved time entries. |
| PayCard |  | A Visa-branded card account, which is similar to a prepaid debit card, and allows direct deposit to the TexPaycard instead of a bank account. |
| Payroll |  | PeopleSoft Module that provides agencies with a data-driven approach to defining and managing diverse payroll requirements for unique agency business policies.Key Benefits: Standardizes payroll calculations for earnings, deductions and taxes to ensure all employees are paid timely and accurately. |
| Performance Dimensions |  | Statements of expectations that provide measurement of how the employee has gone about accomplishing the work. Performance dimensions consist of the following areas: initiative, planning and organization, decision-making, flexibility and adaptability, communication and interpersonal skills, professionalism, and supervision and human resources responsibilities. |
| Performance Criteria |  | Where performance tasks and standards are entered in the performance management module. |
| Performance Document |  | System uses this document for performance planning and evaluation. |
| Performance Evaluation |  | An evaluation of each performance measure that was created in the performance document.  |
| Performance Management |  | PeopleSoft Module that gives agencies the capability to roll out performance management plans to their entire workforce and measure employee performance based on key indicators.Key Benefits: Provides the capability to continuously track and automatically load key performance indicators. Managers can quickly review and track progress of employee objectives, provide feedback and take any action if required. |
| Performance Notes |  | Performance contacts (discussions) made with the employee to discuss job performance**.** Performance notes consist of the date of the discussion, a brief description of the reason for the contact, a summary of the main issues discussed, and a summary of any agreements or commitments made during the discussion. |
| Period Begin Date |  | The start date of the performance period for the employee. |
| Period End Date |  | The end date of the performance period for the employee. |
| Perpetual Requisition |  |  A requisition that has a posting duration of 182 days (6 months). Perpetual requisitions are used in the case where a job is frequently open, for instance, a staff nurse. If you are ‘always hiring’ for a certain position create a perpetual requisition. |
| Person Model |  | The information captured about a person and how the person is related to the organization. |
| Person of Interest |  | A person who does not have an employment or contingent worker relationship but who is still of interest to the organization. |
| Position Management |  | PeopleSoft module that efficiently manages appropriation budget allocations for approved agency positions.Key Benefits:Enables appropriation budget allocations to be efficiently managed for approved agency positions. |
| Position Data |  | Data stored in HHSAS that contains information such as the description, the reports to position, the location of the position, the salary group and grade, and a number of other data elements. Many of the position attributes are based on the information published by the State Classification Office and derived from the HHSAS job code table. |
| Positive Time Reporters Without Hours Report |  | Display employees who are positive time reporters and do not have hours reported for a specified period. |
| Post Hire Change |  | A change to benefit elections made within 31 days of the employee’s hire date. These changes will take effect the first of the month following the entry. |
| Pre-Defined Item |  | Template of evaluation criteria pulled from content catalog. |
| Pre-Note |  | The process to validate bank or credit union information entered for the purpose of direct deposit prior to sending the funds. |
| Print a Completed Accident/Incident Form |  | Provide physical documentation of the accident/incident form(s) submitted online through CAPPS for employees who report to you.  |
| Prior State Employment Verification Form |  | Completed by the Service Center on behalf of an HHS employee and submitted to the prior state entity to verify prior employment of a newly hired employee.  |
| Profile |  | The Profile is used to help match you to open positions within Health and Human Services. You must complete a profile to apply for a job. |
| Profile ID |  | A unique identifier to identify a non-person profile. |
| ProjectONE |  | Project Our New Enterprise (ONE) is the project name for the Texas ERP (Enterprise Resource Planning) initiative led by the Texas Comptroller of Public Accounts. ProjectONE is a groundbreaking effort to create the foundation for a single set of books for Texas government. Go to ProjectOne website <http://www.txprojectone.org/> for more information. |
| Promotion |  | Movement of an employee to a new position within a higher salary group in the same agency.  |
| Provisioning Team |  | Responsible for coordinating provisions for selected applicants. |
| PS Company Directory – Organization Chart |  | Visual representation of organization via PeopleSoft. |
| Quick Reference Card | QRC | A document that has helpful hints for performing the most frequently-used functions (i.e., Navigation). |
| Rating |  | A score given for each task and standard, each performance dimension, and overall evaluationbased on data gathered throughout the performance period. Use the following rating scale:1. Performance needs major improvement
2. Performance needs some improvement
3. Performance is competent
4. Performance is commendable
5. Performance is distinguished
 |
| Receiving Manager |  | The manager who hires an employee into his/her department.  |
| Recruiter |  | The recruiter is the Service Center Staffing Specialist who specializes in the recruitment and staffing function. The Service Center Staffing Specialist will be the main contact and is responsible for providing support to hiring managers and recruiting coordinators in completing recruiting activities. |
| Recruiting Coordinator |  | Responsible for providing support to manager in completing recruiting activities. |
| Reference Check |  | The process of requesting and receiving information from an applicant’s reference. |
| Rehire |  | An employee returning to state employment with an HHSAS agency where they have an existing employment record after a break in service.  |
| Reopen |  | Return a performance document back to an *“In Progress”* status. |
| Reports To Position |  | A position that is directly above the employee’s position in the organizational structure. This position is often identified as the employee’s direct supervisor. The “Reports To” Position is used to route workflows up the management chain. |
| Requisition |  | A form utilized to initiate the recruiting process for staff positions. |
| Requisition Profile |  | A completed, approved requisition is called a requisition profile. |
| Requisition Type: Perpetual |  | A requisition identified as Perpetual has a posting duration of 182 days (6 months). |
| Requisition Type: Regular |  | A requisition identified as Regular has a posting duration of 10 days. |
| Request |  | A message that requires some type of action to be performed. The action is either to approve or deny a request initiated by an employee or a transaction initiated by a manager on one of his/her direct reports. |
| Required Field |  | Often marked with a “\*.” Indicates information necessary for processing a transaction. |
| Retirement |  | Retiring from a state agency. |
| Return from Leave | RFL | Date an employee who is currently on a leave of absence will be returning. |
| Routing Number |  | This is the number used to identify your banking institution. For checking accounts, you can obtain this information from the lower left corner of a check from this account or from your banking institution. If you cannot determine your transit/routing, you can obtain this information by contacting your banking institution. |
| RTW Retiree |  | An employee who retired from state service, then returned to work at an agency or higher education institution who participates in the Texas Employees GBP. |
| Selection Packet |  | Materials used to support the selection of an applicant for hire. Materials include: initial and final selection criteria, interview questions and notes, in-basket test results, position screening questions, selecting justification form, job opening details, and applicant data. |
| Self Service |  | PeopleSoft Module that enables agency employees and managers to update and maintain their own profiles and use online employee-specific information personalized to an individual’s role, experience, work content, language and information needs.Key Benefits:Provides direct, secure access to HR data allowing employees and managers to update employee mailing addresses, check payroll deductions or view pay stubs without having to go through other staff. |
| Separation Effective Date |  | One day after the last date the employee is paid through. The employee could be paid for hours worked or from paid leave hours approved through the end of the month of separation. |
| Service Center |  | This is the service center that supports HHS employees with human resources; time, labor and leave; and payroll services.  |
| Service Center Specialist |  | An employee in the Service Center who specializes in a particular functional area (recruitment and selection, unemployment insurance, time and leave, etc.). |
| Service Center Staffing Specialist |  | An employee in the Service Center who functions in the recruiter role and specializes in the recruitment and staffing function. The Service Center Staffing Specialist will be the main contact for hiring managers and recruiting coordinators. |
| Standard (measurement) |  | A statement or statements used to evaluate task performance and describe how well a qualified, fully trained, competent employee must perform a task to be rated as *“Competent” (3).* |
| Standard Layout Mode |  | This option enables accessibility features for users who need support for visibility impairment, such as those using screen magnifiers, but who do not rely solely on screen readers. This mode provides bold highlighting of page elements to indicate where you are on a page, but it does not alter the page layout or provide full accessibility features for screen readers. For example, this mode does not provide table summaries and column headings for every table column. |
| Start Date |  | Date Applicant begins physically working in his/her new position. |
| Subject Matter Expert | SME | Subject Matter Expert are staff with functional expertise in the various policies, functions, or systems.  |
| System Administrator |  | Responsible for system-wide recruitment setups, performing transactions involving multi-agency data, and running recruiting processes across agencies. |
| Task (description) |  | A distinct, identifiable work activity that constitutes one of the logical and necessary steps in the performance of a job. |
| Taskgroup |  | Represents a group of employees with similar time and task reporting requirements. |
| Tasks and Standards |  | Performance measures determined by the manager and specific to the employee’s job.  |
| Tax Data |  | Shows tax elections made on your W-4 (marital status, allowances, etc.). |
| Taxes |  | Taxes withheld from your pay for the current pay period and year—to-date earnings. |
| Temporary Assignment (End) |  | Movement of an employee currently on a temporary assignment which restores the employee to the position and salary immediately preceding the temporary assignment.  |
| Temporary Assignment (Start) |  | Movement of an employee to a new position with a salary group of the same or higher level to temporarily assign other duties for a period not to exceed six months during a 12-month period.  |
| TexPayCard |  | See PayCard. |
| **Time and Labor** |  | PeopleSoft module that provides agencies with a time management application that efficiently automates time and attendance record keeping for the entire workforce.Key Benefits: Access and manage employees’ time worked, leave balances and employee transfers in a single module, with the system providing a rigorous audit trail. |
| Time & Labor Administrator |  | As it relates to the Manage Recruitment and Selection process, an individual that will be notified when an employee is approved to be awarded time off as a result of a referral. |
| Time Certification Report |  | Provide a monthly summary of the time certification details for employees who report to you. |
| Time Reporter |  | An employee that is set up in the Time and Labor system. |
| Time Reporting Codes |  | A convention used to track hours on the job, vacation, sick time, or any other type of time tracked by HHS. |
| Time Reporting Codes by Date Report |  | Provide a way to view balance activity for various Time Reporting Codes used by an employee over a specified period of time. |
| Transaction Effective Date |  | The date that the initiating manager or employee requests the transaction to be entered into HHSAS. This may not be the same day the request is approved. If the request is approved after the transaction effective date, this may result in the transaction being processed during the following payroll run, rather than the one originally requested. |
| Transaction Enter Date |  | The date the transaction was entered. See Transaction Effective date. |
| Transfer |  | Movement of an employee to a new position within a salary group of the same level.  |
| Transfer Balance to New Agency |  | Any unused remaining vacation and sick leave balances are transferred to the new agency in a Direct Transfer to Another Agency. |
| Use Both Lump Sum and Leave |  | An employee elects to use a portion of his/her vacation leave to extend the employee’s employment separation effective date and be paid for the remaining hours left. |
| Use Leave to Extend Employment |  | An employee uses any leave balance available except Sick Leave, Extended Sick Leave or Sick Leave Pool to extend his/her employment separation effective date to the last calendar day of the month in which they last physically worked. For more information on leave balance options, refer to HR policy. |
| Voluntary Separation |  | Resigning from a state agency initiated by the employee. |
| Warrant |  | Sometimes referred to as paper "paycheck." |
| Workbench |  | The My Workbench page is only available to you once you have logged in and created your profile. This page helps you in managing the jobs to which you have applied and the tasks associated with those positions. The Workbench provides an overview of requisitions at various stages of completion. |
| Workflow |  | A notification or a request for approval that is routed to a manager or department head (or budget authority). |
| Workflow Administrator |  | A shared responsibility between the Service Center and HHS. The Workflow Administrator resolves various workflow issues that may require escalation. |
| Workflow Alternate |  | A manager to whom your workflow notifications and requests are routed for a specific period of time (for example, if you go on leave). In CAPPS your ‘Reports To’ manager is the default workflow alternate and cannot be changed. |
| Workgroup |  | Represents a group of time reporters who share identical compensation requirements. |
| Worklist |  | A page that keeps track of activities you are responsible for completing or notifications that are sent to you. The worklist is available only for managers. Items on the worklist can include both notifications and approval/denial requests. |