

DOE NYCAPS Central Communications, 10/21/09 - UPDATE

On November 4, 2009, NYCAPS will be launched for QBank (pedagogical) employees. While most new functionality in NYCAPS for the pedagogical population will have no impact on current admin (H/ZBank) functionality, there are some updates to functions for the **administrative population**, as follows:

- Updated page navigation
- Ability to view fingerprint results for an applicant regardless of whether a job transaction is pending
- The new hire process has been updated to reduce the number of screens required to complete the transaction
- The employee transaction process has been updated to no longer require entry of a job ID when the intended is already in Galaxy
- User-friendly process for cancelling and reprocessing transactions
- Applicants will no longer be created directly in NYCAPS

For more details, see the appropriate release announcement below.

IMPORTANT: All enhancements described below will be available in the NYCAPS production environment on Monday, October 26, 2009.

Updated Functionality: New home page and navigations in NYCAPS

Audience: All DOE NYCAPS Admin users

Effective October 26, 2009, the navigation menu on the left-hand side of all NYCAPS screens will no longer be in use. Instead, all functions you need will be available from a comprehensive home page. An example of this home page is shown below.



Each of the links on the home page will be available based on your defined security role. For example, if you do not have benefits access, you will not be able to access the Health Benefits folder.

Each function you previously accessed via the menu navigation will be accessible from the new home page, as follows:

Function	Previous Navigation	New Navigation
Fingerprint Results See release announcement below for more information	NYCAPS PAR Process => PAR Summary	HR Connect => Fingerprint Results
Employee Transactions	NYCAPS PAR Process => Employee PAR => Employee Transactions	Existing Employee – Admin => Employee Transactions
Employee Transaction Status	NYCAPS PAR Process => Employee PAR => View Emp Transaction Status	Existing Employee – Admin => Empl Transaction Status
New Hires/Job Requisitions See release announcement below for more information	NYCAPS PAR Process => Requisition PAR	New Employee – Ed, Admin => DOE Admin Hire Page
Create applicant record	Recruiting => Identify/Process Applicants => Capture Applicant Data	New Employee – Ed, Admin => Applicant Data
View/Update Benefits	Benefits	HR Connect => Health Benefits
Update personal data	Workforce Administration => Personal Information => Biographical	HR Connect => Personal Information HR Connect => Tax Information
View Job Data	Workforce Administration => Job Information => Job Data	Existing Employee – Admin => Job Data
View Job Summary	Workforce Administration => Job Information => Review Job Information => Job Summary	Existing Employee – Admin => Job Summary
View Multiple Jobs Summary	Workforce Administration => Job Information => Review Job Information => Multiple Jobs Summary	Existing Employee – Admin => Multiple Jobs Summary

TIP: A “home” link is displayed at the top of the NYCAPS screen no matter what page you are on. To access the home page, simply click that link.

Updated Functionality: Viewing fingerprint data in NYCAPS

Audience: HR Representatives, HR Connect CSRs

Effective October 26, 2009, fingerprint data for applicants and employees will be viewable in NYCAPS, regardless of whether a job transaction is pending. Previously, fingerprint results in NYCAPS could only be viewed in the context of a pending job transaction (for example, an applicant's fingerprints could only be viewed if a job requisition had been attached and the applicant not yet hired).

The ability to view fingerprint results will be phased in by population and date, as follows:

Population	Fingerprints Available in NYCAPS
Existing H/ZBank (Admin) employees	10/26/2009
New H/ZBank applicants	10/26/2009
Existing QBank (Pedagogical) employees	11/4/2009
New QBank applicants	10/26/2009
Existing TBank and EBank (Hourly) employees	11/4/2009
New TBank and EBank applicants	10/26/2009
Existing contractors and other non-payrolled staff	TBD
New contractors and other non-payrolled staff	10/26/2009

To view fingerprints in NYCAPS, click on the **Fingerprint Results** link below the **HR Connect** folder.

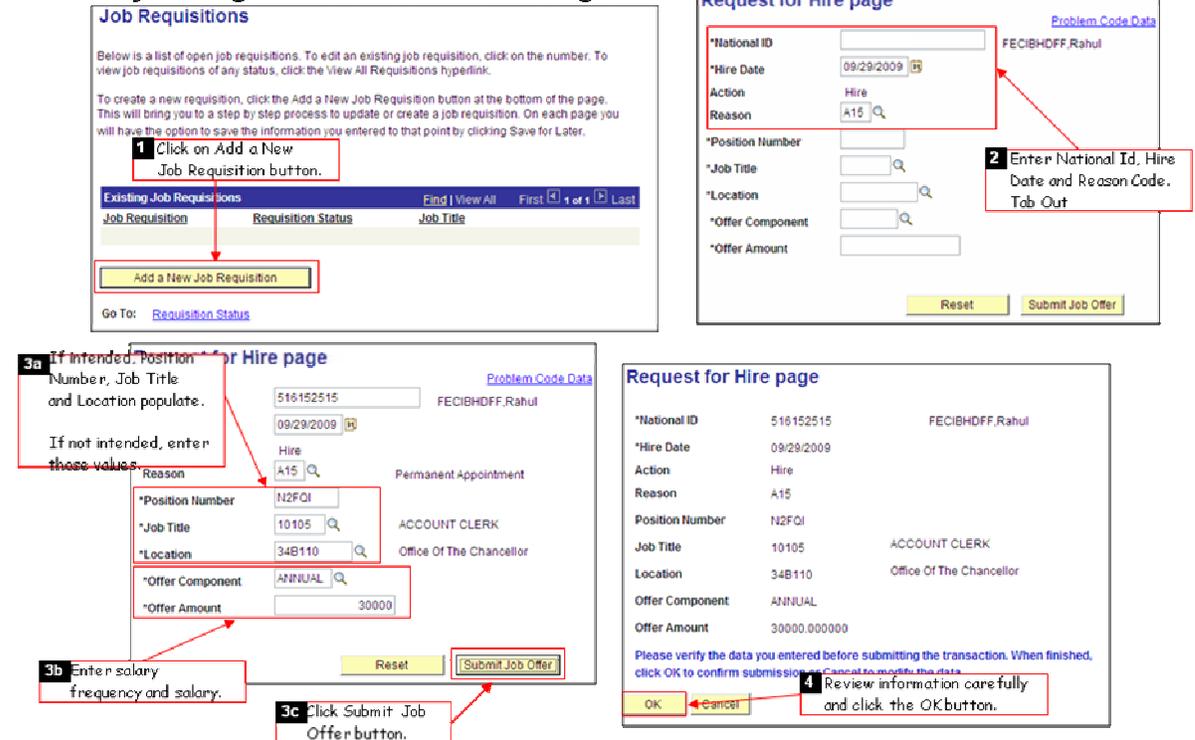
Updated Functionality: New hire process

Audience: HR Representatives

Effective October 26, 2009, the hire process will be updated. Currently, hires are made up of three components: the job requisition, the job offer, and the hire transaction. These components are completed in three separate steps. In the updated version of NYCAPS, the job requisition and job offer steps are combined, which reduces the number of screens you need to access in order to begin the hire transaction. Please note that the job offer must still be approved by DOE NYCAPS Central before the hire transaction can be performed.

See below for a diagram of how the streamlined new hire process works.

Start out by clicking on the DOE Admin Hire Page link...



NYCAPS processes the hire request ... the Job Offer has now been submitted for approval!!!

Updated Functionality: Employee Transactions

Audience: HR Representatives

Effective October 26, 2009, users will no longer have to click the Request Position link when performing an employee transaction in NYCAPS. When entering an employee transaction, you will always need to enter the Action/Action Reason and Effective Date, and tab out of the "Effective Date" field. If the employee is intended in Galaxy, this will trigger NYCAPS to automatically retrieve the Job ID from Galaxy. If the employee is NOT intended in Galaxy, you will enter the Job ID in the "Job ID" field and press TAB to exit that field. This will trigger NYCAPS to retrieve the Job ID from Galaxy.

When the Job ID information is returned from Galaxy, it will be automatically populated on the left-hand side of the screen.

Updated Functionality: Cancelling/Reprocessing Transactions

Audience: HR Representatives

Effective October 26, 2009, users will be able to cancel and reprocess a transaction from the same page in NYCAPS. Previously, users could not cancel or reprocess transactions in NYCAPS without intervention from a DOE NYCAPS Central super user.

You may cancel transactions for any employee who currently works in a location you are authorized to. However, the cancellation must occur before the transaction loads to job. If the transaction has already loaded to job, you will need to contact DOE NYCAPS Central for assistance.

See below for an example of the new screen in NYCAPS.

Start out by clicking on the Cancel/Reprocess Transaction page link...

Cancel Transaction

Enter SSN to retrieve the transaction.

National ID

Transaction Errors

Applicant/Employee ID	Description	Effective Date	DOE Reason Code	Position Number	Job Title	Comments	Cancel	Reprocess
1	Job Requisition	10/01/2009		N204A	10001	Pre-Screening	<input type="button" value="Cancel"/>	<input type="button" value="Reprocess"/>

Reminder: Paycheck Distribution Code Updates

Audience: HR Representatives

Updates to the Paycheck Distribution Code for administrative employees do not require a staffing transaction in NYCAPS. Updates to the employee's Paycheck Distribution Code must be processed via the Administrative Payroll (APRL) system. This change went into effect on January 28, 2009.

Updated Functionality: Create Applicant Records

Audience: HR Representatives

Effective October 26, 2009, users will no longer create applicant records directly in NYCAPS. New applicant records will be created as follows:

- By the Fingerprint Unit at the time of fingerprinting
- In Galaxy, if you are intending an applicant

IMPORTANT: On 11/4, fingerprint records for existing Q, E, and TBank employees will be converted into NYCAPS to facilitate hires. As a result, existing employees in non-H/ZBank titles cannot be hired into H/ZBank titles between 10/26 and 11/4.