

**DOE NYCAPS Central Communications, 2/2/09**  
**Updated Functionality: Check Distribution Change**

**Audience:** All HR Representatives

Effective January 29, 2009 the check distribution update in NYCAPS was disabled and the fields are grayed out. Future check distribution changes must be processed on the Administrative Payroll System (APRL). Check distribution updates for holidays and summer vacation must be updated again when the regular schedule resumes.

When an update is processed in APRL on the Master Screen (02) and the successful status message appears, the employee screen will not be accessible until the update has been finalized.

Instructions on processing the Check Distribution Changes can be found on the Payroll News Memo # 28, dated January 15, 2009.

APRL access request are made directly to DFO, Administrative Payroll.

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**Reminder: Non-Competitive Appointments**

**Audience:** All HR Representatives

Users must always ensure that they select the correct Reason Code is NYCAPS when hiring or rehiring Non-Competitive appointments. Selection of the wrong reason code will delay the final payroll process and the cutting of a check. Additionally, benefits are impacted differently based on the Action/Reason combination chosen.

Below are the most commonly used Non-Competitive Titles ***which must match the reason code A2C.***

TITLE	TITLE CODE	HIRE/REHIRE	REASON CODE	Description
Community Coordinator	56058	Yes	A2C	Non-Competitive Appt No Rule #
Community Associate	56057	Yes	A2C	Non-competitive Appt No Rule #
Community Assistant	56056	Yes	A2C	Non-competitive Appt No Rule #
SAPIS	56073	Yes	A2C	Non-competitive Appt No Rule #

**IMPORTANT:** Please note that the Reason Code A2C is not the first selection in the drop-down list.

REASON CODE	Description
A15	Permanent Appointment
A16	Temporary Appointment
A2A	Non Competitive Appt 3.2.10
A2B	Non Competitive Appt 3.2.11
<b>A2C</b>	<b>Non-Competitive Appt No Rule #</b>
A2D	Non-Compet Soc Svcs Law 336-E

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**Reminder:** Approval Notification

**Audience:** All HR Representatives

When a transaction is approved by an Approver/Super User, and requires further manual entry, you may receive a message about that transaction. **Do not** open a Service Request (SR#) with DOE NYCAPS Central if you receive such a message. The Super User is instructed to take action via a system-generated email from NYCAPS.

Sample message: Following transaction is approved by all approvers but not loaded to Job, because it is a Transaction that needs multiple NYCAPS Actions in same business day. Please log on to NYCAPS Work Flow Inquiry page review the transaction and conduct manual entry.