

DOE NYCAPS Central Communications, 1/16/09

New Functionality: End Date required on SLOAC transactions

Audience: HR Connect Leaves Administration, HR Connect Health Benefits Administration, LIC Leaves and Benefits Representatives

Entry of a SLOAC End Date is now mandatory when processing a SLOAC event.

A prompt will appear, reminding users to enter an end date, if a user attempts to enter a SLOAC-specific Action/Reason Code and submit the transaction without completing the "SLOAC End Date" field.

Updated Functionality: Changing an employee's assignment level without a salary change

Audience: All HR Representatives

A new Action/Reason Code, DTA/S03, has been created to allow HR representatives to change an employee's assignment level without a salary change. Any assignment level changes with a salary change must continue to be entered as a promotion or demotion, as appropriate.

IMPORTANT: Any DTA/S03 transactions submitted for processing will require approval by a DOE NYCAPS Central Super User via the PAR process.

For more information on valid Action/Reason Codes for promotions and demotions, see the Action/Reason Matrix document on CityShare. You may access this document as follows:

1. Go to CityShare at cityshare.nycnet.
 2. Click **Working** from the left-hand navigational pane.
 3. Click **NYCAPS** from the left-hand navigational pane.
 4. Click **NYCAPS Job Aids** from the "Popular Links" box on the right-hand side of the page.
 5. Click **Action-Reason Matrix – Crosswalk of APRL to NYCAPS Transactions (DOE Specific)**.
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Updated Functionality: Paycheck Distribution Code updates

Audience: All HR Representatives

Effective January 28, 2009, updates to the paycheck distribution code for administrative employees will no longer require a staffing action in NYCAPS. Instead, updates to the employee's paycheck distribution code must be processed through the Administrative Payroll (APRL) System. Additionally, users who wish to view an employee's code must do so in APRL instead of NYCAPS.

As part of this update, the NYCAPS Action/Reason Code, G03, will be disabled.

APRL users with update access will be able to change an employee's paycheck distribution code in APRL beginning January 28, 2009.

The Division of Financial Operations (DFO) will be conducting training via a webcast on Tuesday, January 20, 2009 at 11:00am. Please refer to the APRL News: Issue # 28 dated January 15, 2009, for information on the webcast and instructions on processing an update.