

## DOE NYCAPS Central Communications, 3/16/09

**New Functionality:** Applicant/Employee Data Entry - Addresses

**Audience:** All HR Representatives, HR Connect Data Management, HR Connect CSRs

In the coming weeks, the Address Line 3 field will be **removed** from NYCAPS. Prior to this change, all users who enter address data for applicants and employees must be careful not to enter any data in this field. Any data entered in this field **will be lost** after the field is removed from NYCAPS.

**REMINDER:** DOE **does not** currently use the Mailing Address functionality in NYCAPS. When creating or updating an applicant or employee record, you must always use the home address only. DOE does not maintain multiple addresses for employees. Storing multiple addresses in NYCAPS may impact employee taxes and benefits.

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**Updated Functionality:** Suspensions without pay (LOA/L30)

**Audience:** All HR Representatives

NYCAPS has been updated to allow HR Representatives to initiate suspension without pay (LOA/L30) transactions for employees who currently have a problem code. In the case of employees on a provisional step-up (e.g. serving provisionally in a title, with an underlying permanent title on leave), suspensions should only be processed on the ACTIVE (provisional) record. Additionally, if the suspension is in conjunction with an arrest, users must also enter an end date (**12/31/9999**) on the suspension transaction. This dummy date is needed to ensure that the duration of the suspension is indefinite.

**NOTE:** This update is only applicable to Action/Reason combination **LOA/L30**. You cannot enter other suspension Action/Reason combinations when an employee has a problem code. In those cases, you will need to follow your usual business procedures to have the problem code "lifted" in order to enter the transaction.

**REMINDER:** Any leave transactions other than suspensions or "AWOL"s **must** be entered by the HR Connect Leaves Administration.

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**Updated Functionality:** Leave Line Terminations

**Audience:** All HR Representatives

When terminating an employee who is serving provisionally in a title, and who has a permanent civil service title on leave (e.g. a "provisional step up"), you must always ensure that you terminate **both** the ACTIVE (provisional) record and the underlying leave line (permanent) record. When you terminate the ACTIVE position, you will receive a message in NYCAPS that will remind you to terminate the leave line as well.

Failure to terminate both the active position and the leave line will have a benefits impact.

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**Updated Functionality:** Benefits 90-Day Wait Override

**Audience:** All HR Representatives, HR Connect Health Benefits Administration users, LIC Benefits users

NYCAPS has been updated to automatically override the 90-day waiting period for employees who are being transferred or promoted into **specific** benefits-eligible titles from non-benefits

eligible titles. Users will no longer need to enter **OVR** in the “Waiting Period Override” field on the **Benefits Program Participation** page for certain titles in the following Empl Classes:

**C** = Permanent  
**L** = Permanent (Labor Class)  
**N** = Non-competitive  
**U** = Unclassified  
**X** = Exempt

**IMPORTANT:** If you are not sure whether an override will automatically be applied for the transaction you are working on, always make sure you enter the **OVR** code as usual, as a safeguard. This flag determines whether the employee receives the benefits to which they are entitled as of the correct effective date.

For more information on overriding the 90-day benefits waiting period in NYCAPS, refer to the **Waiting Period Override** job aid on Cityshare. You can access this job aid by completing the following steps:

1. Navigate to the NYCAPS login page in Cityshare. Do not log in.
2. Under **Popular Links**, click **NYCAPS Job Aids**.
3. Under the **HR Reps** heading, scroll down and click the link for **Waiting Period Override**.

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**Process Reminder:** Location Changes

**Audience:** All HR Representatives

If you are creating a new location, or are updating or removing an existing location, you must **always** notify the administrators of the following systems: LCGMS, APRL, Galaxy, NYCAPS, EIS, HRS.

Special development to reflect the location is required to all of these systems. Errors may result if all systems are not in sync.