

DOE NYCAPS Central Release Notes October 30, 2008

Sick Leave Grant (G15)

Audience: **Leaves Administration & LIC Users**

The reason code G15 – Sick Leave Grant, is now available for use by all agencies. This reason code will allow agencies to track Sick Leave Grants in NYCAPS and PMS. Eligible employees include permanent employees who are covered under the Career and Salary Plan Leave Regulations (CSPLR) and the Managerial Leave Regulations.

Permanent employees with **ten years of full time continuous city service who are covered under the Career and Salary Plan Leave Regulations (CSPLR) or the Managerial Leave Regulations** may be granted sick leave with pay for three months after all other sick and annual leave credits have been used. In special instances, sick leave with pay may be further extended with the approval of the Agency Head.

Note: Employees who receive a Sick Leave Grant are not to accrue annual leave or sick leave during the grant period.

Related Links:

Action-Reason Matrix Job Aid

Action-Reason Matrix – Crosswalk of APRL to NYCAPS Transactions (DOE Specific) Job

Removal/Deactivation of FICA Class `U' - Removal of FICA Class `U' from the active list of NYCAPS Class codes

Audience: HR Connect, Data management & LIC

NYCAPS has been updated due to a request by the City of New York's Office of Payroll Administration (OPA) to prevent the use of the FICA class `U' value. The FICA class `U' value will no longer be available and users will not see this as one of the options on the FICA Class Code dropdown list. The FICA Class `U' value has been removed from NYCAPS as that value is used for CUNY Community Colleges, which are not in NYCAPS.

PAR Approvers Pre-Confirmation Messages

Audience: DOE DHR & Chancellor PAR Approvers

Approvers were previously able to click on any one of the options of **“Approve,” “Deny,”** or **“Cancel”** when approving a Job Offer or an Employee Transaction and the system would immediately process the selected action without providing the user with the ability to change his/her mind on how they want to proceed with a transaction. Thus, if a user accidentally made a wrong selection, they would have to log a ticket with DOE NYCAPS Central or in some cases restart the transaction from the beginning.

Now, when an approver selects any one of the options of **“Approve,” “Deny,”** or **“Cancel”** when approving a Job Offer or an Employee Transaction, they will receive the following confirmation messages:

- For Approvals: "Are you sure you want to Approve this transaction?"
- For Denials: "Are you sure you want to Deny this transaction?"
- For Cancellations: "Are you sure you want to Cancel this transaction?"

The above confirmation messages will provide the option of Yes/No, which the user must select in order for the message to disappear.