

DOE NYCAPS Central Communications, 8/24/09 (3 pages)

Updated Functionality: Reason Code Lookup Descriptions

Audience: DOE HR Representatives

The lookup descriptions for several Reason Codes have been updated to better reflect the transactions they represent. The functionality for these Reason Codes has not changed.

NOTE: "WC" refers to Worker's Compensation. Please note that users in the field should NOT put any employee on a Worker's Compensation leave or return them from a Worker's Compensation leave.

L30	=	Suspension Benefits Terminated
L31	=	Suspension Benefits Active
WS3	=	Reinst to WC from Susp W/O Pay
W01	=	Worker's Compensation
WS1	=	WC Suspend Empl W/O Pay
WR1	=	Return to Work from WC Leave
WT1	=	Workers Comp Term Employee

User Alert: Entering the Ethnicity Code for applicants

Audience: HR Representatives; HR Connect Fingerprinting

As a reminder, ALL applicants must have an ethnicity specified in the "Ethnic Group" field on the **Applicant Eligibility/Identity** screen of NYCAPS. If you are creating a new applicant record, you must verify that you have correctly entered the applicant's ethnicity. This is a required field that affects downstream processing. For example, failure to specify an ethnicity for an Occupational or Physical Therapist will cause their date of birth to default to an invalid value in DOE's systems. This DOB issue will cause errors when the employee attempts to log into the IVR to report their contact with children at the beginning of the school year.

To access the field:

1. When creating the new applicant record, access the Applicant Eligibility/Identity page at *NYCAPS Menu => Recruiting => Identify/Process Applicants => Capture Applicant Data => Eligibility/Identity*
2. Click the arrow next to the American flag icon marked USA.
3. Click the magnifying glass icon next to the "Ethnic Group" field to select the appropriate ethnicity value.

IMPORTANT: Although NOT SPECIFIED is a valid value in the NYCAPS lookup for this field, it is NOT an acceptable value for DOE. Applicants are within their rights to refuse to specify their ethnicity ("self-identify"). However, ethnicity is required for background checking and federal reporting requirements. Therefore, any applicant who does not self-identify **must** be visually surveyed by an HR representative and an ethnicity assigned to them in NYCAPS.

User Alert: Entering applicant or employee phone numbers

Audience: HR Representatives; HR Connect Fingerprinting; HR Connect Customer Service Representatives; HR Connect Data Management

NYCAPS Central has advised DOE that all phone numbers must be entered as an uninterrupted string of digits (e.g. 1234567890). Using any other format, or including special characters (like parentheses, hyphens, commas, periods, spaces, etc.) will result in downstream issues in other DOE systems.

NOTE: The above format must be used for both new phone numbers and phone number changes. You may notice that a phone number in NYCAPS may be displayed in the following format when you first access the page: 123/456-7890. This is a system default. If you are authorized to make phone number changes, you must ignore this format and enter the phone number as 1234567890 when making a change.

New Functionality: Address Validation on Personal Data pages

Audience: DOE HR Representatives; HR Connect Fingerprinting; HR Connect Customer Service Representatives; HR Connect Data Management

NYCAPS now validates the combination of State, City, Postal Code (ZIP Code), and County against a listing of acceptable values provided by the United States Postal Service. When entering a **new** address for an applicant (DOE HR Representatives/HR Connect Fingerprinting) or updating an **existing** address for an employee (HR Connect Customer Service Representatives/HR Connect Data Management), you may now take advantage of lookup lists that display values that are valid based on the previous field. For example, if you enter NY in the "State" field, the lookup in the "City" field will display a list of all cities in NY. When you select a city from that lookup, the lookup in the "Postal Code" field will display a list of all ZIP codes that are valid for that city (for some cities, only one ZIP may be displayed). When you select a ZIP code from that lookup, the lookup in the "County" code will display the correct county for that State/City/ZIP combination.

In addition to being more user-friendly, this functionality will improve the integrity of tax exclusion codes and benefits records in NYCAPS.

NOTE: If entering an international address, the fields will continue to be free-form.

1. Enter the street address in the **Address 1** field. Do not use commas or periods.
2. Enter the apartment number (if applicable) in the **Address 2** field. Do not use commas or periods.
3. Click the Magnifying Glass icon in the **State** field, and then select the correct state.
4. Click the Magnifying Glass icon in the **City** field, and then select the correct city.
5. Click the Magnifying Glass icon in the **Postal** field, and then select the correct ZIP code.
6. Click the Magnifying Glass icon in the **County** field, and then select the correct county.
As a reminder, counties outside of the five NYC boroughs, and outside of Westchester, Rockland, Orange, Putnam, Dutchess, Nassau, and Suffolk counties, **MUST** be entered with a County Code = **Z**.

New Functionality: New Action/Reason Code **DTA/G09**

Audience: DOE HR Representatives; DHR Administrative Employees Unit (AEU)

A new Action/Reason Code (**DTA/G09**) has been implemented to allow users to change standard hours separately from salary changes. NYCAPS will evaluate the new hours, depending on title, to determine whether benefits will be terminated (if below 20 hours) or if a health benefits enrollment form will be generated for the employee (if greater than or equal to 20 hours).

NOTE: If you wish to change both standard hours AND pay, continue using **DTA/G05**.