**CAPPS Employee Training**

# Log into CAPPS

1. Enter the URL <https://entprtlprd.cpa.texas.gov/> in a browser window.

**HINT:** You can add this web address to your Favorites for easy access later.

1. Click on the Authorized Use Disclaimer page.

**HINT:** You should have received an email with a temporary password and instructions to reset. If you did not change your password, contact your Security Administrator at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Enter your User ID and Password.
2. Click

 CAPPS Login Screen



**HINT:** CAPPS will lock your account after 3 failed login attempts.

**HINT:** If you set up a Password Hint previously, you can click on **I Forgot/Change my password** to reset it.

# For Help

**Contact the following resource if you need additional assistance with logging into CAPPS:**

**Insert your agency specific instructions here, including your security administrator’s contact information.**

# Enter Leave Time Taken or Time Earned Online

1. Click the **My Time & Leave** button from the CAPPS main menu.

 CAPPS Main Page: Access Time & Leave



1. Click on in the middle of the page.
2. The date defaults to the 1st of the current month, but it can be changed if needed.
3. Click to view the timesheet.
4. In a blank row, enter the appropriate Time Reporting Code (TRC) for the day you earn time or use leave.

**HINT:** If you don’t see a blank row, click the **Add a New Line** button.

 Example Timesheet: Enter Time Reporting Code



ANLVT

1. Commonly used TRCs

|  |  |  |
| --- | --- | --- |
| ADMLT | Administrative Leave Taken | May be awarded for outstanding performance |
| ANLVT | Annual Leave Taken | Vacation Leave Taken |
| COMPT | Compensatory Time Taken | Use when you take Regular Comp Time |
| REGHR | Regular Hours Worked | Use when you work over your scheduled hours |
| REGHW | Reg Hours Worked on Holiday | Use to record hours worked on a holiday (8 hrs max) |
| SICKT | Sick Leave Taken | Use when you take Sick Leave |

1. Click to save the entry. Your time will be submitted for approval.

**HINT:** You will receive an email notification when your time has been approved or denied.

# View/Print Employee Monthly Time Report

The Employee Monthly Time Report displays the following information for a particular month: a) beginning/ending leave balances; b) leave accrued/earned; c) leave expiring; d) current annual balances; e) projected accruals; f) carry over maximum.

1. Click on the **My Time & Leave** button from the CAPPS main menu.



1. Click on
2. The **As of Date** defaults to the last day of the current month, but it can be changed if needed.

**HINT:** Select the last day of the month you wish to view.

1. Click and the following message will display:



1. Click 

**HINT:** This report will be emailed to you and usually does not take that long to generate.

 Sample Monthly Time Report Email



1. Double-click on the attached PDF, as shown above.
2. Click the button to print the report.

**HINT:** The Report will only display the month you chose for the As of Date, but you can always run the report again for a different month.

# Print your Earnings Statement Online

1. Click on the **My Pay** button from the CAPPS main menu.



1. Click on 
2. Click on the Check Date for the earnings statement you wish to print.
3. Press the **Ctrl** and **A** keys to select all text.
4. Right-click anywhere on the earnings statement, and choose **Print**.

**HINT:** If you want the print to be a little larger, change your Layout option from Portrait to Landscape. It will print on 2 pages.

1. Click the **Print** button.

# Time Certification

Time Certification is the digital equivalent of signing a paper timesheet to verify that you have submitted time and leave for the previous month.

1. Click on the **My Time & Leave** button from the CAPPS main menu.



1. Click on 
2. When you certify time, you agree to the following:

As of this date and time, by clicking on the "E-Sign & Certify" button, I (NAME, EMPLID) certify that, for the month immediately prior to the date of this certification: I have physically worked all my scheduled hours except those hours accounted for by leave; and I have entered all leave requests. I acknowledge the Court requires and, I received, prior written approval from my supervisor before I worked additional hours outside my regular work schedule. Additionally, for federal compliance any deviation from my regular work schedule has been reflected.

 Time Certification Page



1. Click to certify the time you entered for the previous month.

**HINT:** You can also certify your time by using the **Time Certification** link at the bottom of your timesheet.