CAPPS New Hire Checklist

Here is a checklist of items to complete as a new hire:

1. Find a security (CTIA) form in your New Hire Packet.

* Please sign and return to Human Resources.
* This form gives you access to CAPPS (a Centralized Accounting and Payroll/Personnel System) for Time & Labor, HR and Payroll processing.

1. Be on the lookout for two emails: one with your CAPPS User ID and one with your temporary password.

* Log in to CAPPS soon after you receive the emails.
* Your temporary password will expire within 72 hours.

1. While you wait for these emails, please complete the following CAPPS training tutorials:

* CAPPS Fundamentals (Course 99) <http://cappstraining.cpa.texas.gov/courses/HR/99_FUND/index.php>
* Employee Self Service (Course 100) <http://cappstraining.cpa.texas.gov/courses/HR/100_ESS/index.php>
* These trainings will prepare you to enter direct deposit information, change your W-4 information and understand how to manage your timesheet.

1. Log in to CAPPS using this URL: <https://entprtlprd.cpa.texas.gov> once you receive the emails.

* Log in with your temporary password.
* Change your password.
* Remember to save the URL as a Favorite.

1. IMPORTANT: Please enter your Direct Deposit and W-4 election information into CAPPS as soon as possible for Payroll purposes.

* Click on My Pay > View /Edit Direct Deposit to set up electronic direct deposit.
* Click on My Pay > W-4 Tax Information to enter your W-4 information, so that your paycheck will reflect the correct marital status and number of allowances you are claiming.