



The Source

Your need to know info for 9/1



CAPPS Timesheet Records

When you transfer to HHSC on Sept. 1, your CAPPS timesheet records will transfer with you. This includes leave, comp time, and overtime balances.

Before you transfer, make sure your timesheet in CAPPS is correct and approved before the system goes offline for end-of-fiscal year maintenance at 9 a.m. Aug. 31.



Action

- **Update your timesheet** before 9 a.m. Aug. 31. Once you transfer, any changes to your timesheet for dates before Sept. 1 must be handled directly by your manager.
- **Get any future leave approvals** for dates after Sept. 1 in writing, not through CAPPS.
- **Do NOT** enter any future leave planned after Sept. 1. CAPPS will delete it and you will have to re-enter it after the system is back up Sept. 4.
- **You will not certify** your August timesheet in September. Resume certifying your September timesheet in October.



Contact

HR Service Center: 1-888-894-4747



For manager-specific info on this topic, visit the [Manager's Corner](#) on the HHS Transformation website.

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