# Glossary of Terms and Concepts for the CAPS e-PAD User

- **Actions and Action Reasons** – CAPS contains a drop-down table of personnel Actions such as hire, demotion, data change, rehire, termination, etc. There is also a look-up table of Reasons associated with *each* Action. This differs from the former system, which only had actions. A complete list of Actions and their associated Reasons is included as Attachment A.

- **Automated Step Increases** – To reduce work load and the number of retroactive actions processed, CAPS has automated the granting of step increases. This does not mean that a step increase is automatic; however, departments must notify Human Resources to deny or suspend the increase at least two pay periods *prior* to an employee's step increase date. If this notice is not received the step increase will be granted and will not be rescinded.

    - **Timing of Step Increases** – In the County's former system pay periods were numbered and many payroll actions were triggered by an employee completing 26 pay periods since the last action. Step increases are now based on service hours recorded in the step accumulator.

- **Contract Number** – The Contract Number is the Agreement Number assigned by Clerk of the Board to Employment Agreements.

- **Department ID** – Ten-digit Department ID's are used to designate cost centers and/or budget units. In CAPS Department ID's can be a "parent" of another Department ID. For example, the Department ID **9221100000 San Joaquin General Hospital** (a budget unit) can have other Department ID's, e.g. **9221177100 SJGH Pharmacy** and **9221170100 SJGH Emergency Room** (cost centers), "roll-up" into it. This feature allows position control to be performed both at budget unit and cost center levels.

- **Effective Dating** –  PeopleSoft uses effective dating of its data to allow events to be entered prior to their taking place (e.g. a pending address change) and in order to retain historical reporting. Personnel Actions (other than hires, leaves, and return from leaves) will be effective for the entire pay period in which they are dated. Consequently for all actions other than hires and leaves, the action is to be effective dated the first day of the pay period.

    - **Effective Date of Termination** – This is the first day of the pay period following termination (first day of actually being in a terminated status), not the last day worked. The system also contains a Termination Date, which is the Effective Date of Termination minus one day, representing the last date the employee is on payroll.

- **Employee Class** – The Employee Class is a 2 or 3 character code used to identify the type of employee and the benefits they receive. Employee Class provides information that was provided by Status Code and Position Type in the County's former system. A listing of Employee Classes is shown in **Attachment B**.

- **Employee ID** – all employees in the system will have a six-digit employee ID beginning with 1. This employee ID is associated with the employee's social security number and is never re-used. If an employee leaves County employment and is re-hired they will return with the same employee ID. If an individual works for another entity for which the County does payroll, e.g. Headstart, HPSJ, a fire district, etc, they would still have the same employee ID.

- **Employee Record** – An Employee Record is created for each concurrent "job" an employee holds. Usually, an employee will only have a primary employee record, which will be numbered **0**. Multiple employee records only exist if an employee holds more than one job in the system *at the same time*. Examples of when an employee would have multiple Employee Records include a temporary employee working in two or more jobs (e.g. Housekeeper and Security Guard) at the same time, an employee who works for the County and a special entity at the same time (e.g. a Public Works employee who is also a volunteer fire fighter), or members of the Board of Supervisors, who may have their Board job along with paid positions on another Board or Commission.

- **Full/Part-time** – This field reflects an employee's schedule – it is not a distinction between allocated and temporary. For example, if an employee in an allocated position were approved to work less than full-time, they would be considered to be Part-time. Conversely, a temporary or a seasonal employee might be scheduled to work full-time, but only for a portion of the year. In this case the employee would be considered to be Full-time.

- **Job Codes** – The Human Resources Division saw the CAPS implementation as an opportunity to restructure its classification system to be more meaningful and useful in maintaining County classifications. The County's Job Codes, formerly called Class Codes, have been restructured into six character alpha-numeric codes which display the type of classification (e.g. Civil Service, temporary, Exempt, etc.), the general job family (e.g. Healthcare Professionals, Legal, etc.), and the specific job family (e.g. nurses, clinicians, etc.). The job families and County Job Codes are included in **Attachment C**.

- **Job Effective Sequence –** When more than one action has the same effective date, the Effective Sequence is used to tell PeopleSoft the order in which the actions are to be processed. For example, when a temporary employee is hired as a civil service employee, two actions with the same effective date take place: first, the employee is terminated from their temporary position and second, the employee is hired into a new position. The Effective Sequence of 0 tells

PeopleSoft to process the termination prior to the hire, which has the Effective Sequence of 1.

- **Location** – In CAPS an eight-digit Location code allows employees and other system data to be associated with specific geographic locations. For example the employees in Department ID **1012400000-Human Resources** are associated with three different physical locations: the Canlis Building, San Joaquin General Hospital, and the Health Plan of San Joaquin.

- **Override Reason** – Override Reasons are used to change position information that is displayed at the employee level. Override Reasons include multi-allocated, backfilled, over-filled, under-filled and Y-rated positions. For example, when hiring into a multi-allocated Deputy District Attorney position, the Position Data populates at the highest level, District Attorney IV; to hire at the entry level of Deputy District Attorney I, you must override the Position Data.

- **Position Number** –CAPS assigns each position a 5-digit position number. This allows departments to track the history of individual positions so that departments can identify when the position was allocated, where the position has been assigned in the organization, which employees have filled the position, etc. This is particularly useful in larger departments where positions are frequently moved among cost centers.

- **Salary Administration Plan** – In CAPS the Salary Administration Plan is used to drive the automated step increase process. There are salary plans for Contract Employees, temporary employees, Health Care Professionals, San Joaquin County Salary Table, and Special Entity employees. The Salary Administration Plan defaults in from the Job Code into which the employee is being hired. The only time that a department will need to change a Salary Administration Plan is when a temporary employee is being hired into a Civil Service Job Code. For example, when hiring a temporary Management Analyst I, Job Code RB6104, Salary Administration Plan **SJC** will default; the department should change the Salary Administration Plan to **TMP**.

- **Salary Grade** – In CAPS, a three digit Salary Grade replaces what the County has historically called Salary Range. However, the numbering remains consistent. What used to be Salary Range 67.60 is now Salary Grade 676; Salary Range 59.00 is now Salary Grade 590, etc.

- **Set ID, Regulatory Region, Establishment, Company, and Business Unit** – PeopleSoft has been designed to be used by many different types of users, from multi-national conglomerates to local governments. Set ID, Regulatory Region, Establishment, Company, and Business Unit are among the categories that the software uses to separate the business rules that apply to each level of an organization. CAPS uses only one Set ID, **SJ000**; one Regulatory Region, **USA**; one Establishment, **SJC000**; and one Business Unit, **SJ001**. CAPS does use three

Companies to perform payroll for special entities, but County users will always use **SJC**.

- **Standard Hours –** In CAPS this field is used by payroll to ensure accurate calculation of hourly pay. The values default in and should not be changed.

- **Status** – Employee status categories that will be used by the County are Active, Terminated, On Leave of Absence, and Leave with Pay.

- **Supervisor and Reports To** – In CAPS the Supervisor field is used to identify the supervisor of temporary, contract, and part-time positions. The Reports To field is used only for allocated or numbered positions. When a position is initially allocated by the Board of Supervisors, the position will have the Agency or Department head listed in the Reports To field. The department may then change the Reports To field either by an e-PAD action (in the case of a Department ID change) or by sending an e-mail or memo to Human Resources Position Control (in the case where no Department ID or other changes are being made).

- **Union Code** – In CAPS the term Union Code is used to refer to a Representation or Bargaining Unit. The letter used to identify each of the bargaining units remains unchanged.