

BUSINESS PROCESS CHANGES FOR NYCAPS IMPLEMENTATION

NYCAPS is the new Human Resource System which will be used by ISC/Central HR Representatives to perform staffing actions (to hire, terminate or transfer employees). The current implementation was for the Administrative employees. Due to the NYCAPS implementation and Business Process Review, certain functions that were performed by some payroll secretaries/timekeepers will now be functions performed by the Central/ISC HR representative. As indicated on the email dated 9/17/07 from Glennis Bohn on Business Process Changes, the following transactions are no longer the responsibility of the payroll secretary/timekeeper.

- Tax changes
- 'H' Pay Class Processing
- Check Distribution Code Changes

These transactions will now be processed by the ISC/Central HR Representative.

If you have any questions regarding NYCAPS processing, please call 718-935-4001.