

From: Danette McWilliams
Sent: Thursday, January 6, 2022 9:39 AM
To: Melissa Harden <Melissa.Harden@military.texas.gov>
Subject: RE: SAD1 Duplicate Payments

Thanks, Melissa. I am creating an SR to track the updates and attach the LOA, so you will see that email shortly.

Thanks!

Danette McWilliams

CAPPS Help Desk
Production Support Payroll Analyst



CAPPS Help Desk: (512) 463-2277

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From: Melissa Harden <Melissa.Harden@military.texas.gov>
Sent: Thursday, January 6, 2022 8:50 AM
To: Danette McWilliams <Danette.Mcwilliams@cpa.texas.gov>
Cc: Sandra Farley <Sandra.Farley@cpa.texas.gov>
Subject: RE: SAD1 Duplicate Payments

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Good morning Danette,

The signed LOA is attached. As always, thank you SO much for all the assistance you provide!!

Let me know if anything else is needed.

Thank you,

Melissa C. Harden
Director Of Human Resources
Office of State Administration

Texas Military Department
Phone: (512) 782-6048
Mobile: (512) 705-8676

Texans Serving Texas

From: Danette McWilliams <Danette.Mcwilliams@cpa.texas.gov>
Sent: Wednesday, January 5, 2022 5:52 PM
To: Melissa Harden <Melissa.Harden@military.texas.gov>
Cc: Sandra Farley <Saundra.Farley@cpa.texas.gov>
Subject: SAD1 Duplicate Payments

Good Afternoon Melissa,

As you are aware, we have identified 297 SAD1 employees who received duplicate payments when their paychecks were sent to SPRS/USAS a second time. These payments must be recorded in CAPPS to sync with SPRS/USAS and so they can be reported on each employees' W-2. We feel the best way to facilitate this is to enter CPE Transactions using a special pay calendar and processing the payments through the Confirm process. I have attached an LOA that we would need signed by you in order to make the CPE entries on your behalf. Please review the attached documents, and if you agree with the proposed resolution, sign and return the LOA as soon as possible.

Please let me know if you have any questions.

Thanks!

Danette McWilliams

CAPPS Help Desk
Production Support Payroll Analyst



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