In order to streamline payout processing, CAPS representatives will now be responsible for all transition assistance processing in Time & Labor.

**CAPS Expectations:**
CAPS will be familiar with the transition assistance processing in T&L and will make timely entries based on the department processing of the ePAF. Following are the CAPS responsibilities for the transition assistance process.
1. Recognize the need for transition assistance to be paid out
   a. Upon approval of Paid LOA/Transition Assistance
2. Communicate with department
   a. Advise department not to key or approve these entries
   b. Advise what will happen when TAP processed late
3. Make timely entries into T&L
   a. Enter and approve all SEB in the timesheet upon ePAF approval
      i. Should an employee transfer into another benefit eligible position, requiring the SEB to stop, the CAPS representative processing the transfer ePAF will remove all outstanding SEB entries
   b. Review report of SEB entries into T&L by Operid to follow-up with time keepers NOT to do the processing
4. Review biweekly report of PLOA/TAP to catch any payouts missed during PAF processing

**Department Expectations:**
Since this service is designed to alleviate the need for data entry into Time & Labor departments are expected to refrain from entering or approving transition assistance in Time & Labor.
1. Must communicate with TL Approvers not to enter or approve
2. Should direct all transition assistance processing questions directly to their CAPS representative
3. Must communicate any changes in leave taken with CAPS representative

*The department remains responsible for processing all of the appropriate TAP paperwork prior to CAPS handling the T&L processing.*

*Updated 8/22/14*