

**Centralized Accounting and Payroll/Personnel System (CAPPS)**  
**HR/Payroll User Group**  
**November 6, 2014**  
**9:00 a.m. – 11:00 a.m.**  
**Travis Building – Room 1-100**

**Meeting Minutes**

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1. **Welcome— April Shapley**
  - Roll call for phone participants.
  - Quorum confirmed.
  
2. **Update on CAPPS HR/Payroll Service Requests (SRs) – Sona Holmstrom**
  - There are 86 active SRs across all modules, 25 of which are in High status and are being worked. Five SRs are in Awaiting Customer status and nine are in Pending Production Approval status.
  - One critical SR has been resolved but is being monitored to ensure there are no unforeseen issues before it is marked complete. This SR concerns the server slow down issues that occurred on Monday. Some users may also have received a server unavailable error message.
  - The Trend Report indicates a slight uptick due to Fiscal Year End (FYE) processing which is normal and not a cause for concern.

**3. HR/Payroll Deployment FY15 Project Status Update – Rusty Charlton**

- CPA completed the Discovery phase with each of the new agencies for CAPPs baseline functionality.
- As expected, CPA received more requests for enhancements than our current timeline and resources can handle. CPA will work on critical functionality for deploying agencies without moving project phases or Go-Live dates.
- Prototyping and familiarization sessions have begun. Agency core users participate in lab sessions through the end of November to get hands-on practice with the system and configuration. Agency-specific configurations will be allowed to a certain extent.
- One session has been held with OCA and DMV. A session with DIR will take place next week.
- CPA's technical team is ahead of schedule on development, conversion, statewide reports and interfaces.
- Some interface issues are on hold pending the decision on the Talent Management approach.
- Talent Management consists of Recruiting Solutions, Learning and Performance Management. Until a decision has been made on the approach, this is being tracked as a risk but CPA believes this will not impact Go-Live.
- HHS asked for more details on the Talent Management approach. The required Recruiting Solutions (including onboarding), Performance Management and Learning functionality could not be satisfied by PeopleSoft 9.2 delivered software. CPA is now in the Procurement phase for a similar software product but details cannot be discussed at this time.
- System test is on track for January/February 2015.
- User Acceptance Testing (UAT) is on schedule for February /March 2015. CPA will assist and guide in the UAT effort but the bulk of the testing will be performed by the agencies. Periodic status meetings will take place.
- CPA will work with agencies on reports, conversions, batch schedules and security in December 2014 through January 2015.
- Some agencies have dedicated Change Management and Training personnel (DMV). Other agencies rely on the core team for these functions. CPA advised the agencies to plan for Change Management and Training – for example, how will they advise users of process changes, etc.
- Training will take place in April and May 2015.
- CPA thanked the deploying agencies for their active participation and for their willingness to be engaged in the process.

**4. Review Enhancements Submitted to Governance – Becca Murdock**

April Shapley explained that the first seven rows of the handout "SRs Submitted to Governance" are enhancements that need to be voted on. The Voting column indicates CPA's recommendation on how to vote. The SRs in the Required Maintenance section do not need to be voted on but they do need to be in the system. April explained the different voting statuses:

- Approve – approve the SR and implement into the system.

- Defer – delay a decision on the SR until a later date but keep it on the list of SRs to be voted on.
- Reject – the SR is removed from the list.

SR 2015-01: Driver License Interface (bi-directional) - Recommend **Approval**.

- CAPPs will leverage TxDOT/DMV's versions of the outbound and inbound interfaces to Department of Public Safety (DPS) to retrieve employees' driver license status.
- Status information will be stored in a PeopleSoft table to view online. However, violations will not be stored in this PeopleSoft table but in a staging table that will be purged after seven days due to the sensitivity of the information. Violations may not be viewed online.
- This SR has potential statewide value.

SR 2015-03 Manager Self Service (MSS) HR Opt Out by Agency – Recommend **Approval**.

- The proposal is to expand the agency table to allow different types of MSS functionality per agency requirements. Some HR departments need to provide some MSS functionality instead of the CAPPs system providing it. This will provide flexibility for different agencies and will be valuable for future deployments.
- CPA is looking into making this opt out of MSS feature configurable so it may easily be changed or reversed, if needed.
- Agencies that choose this opt out of MSS feature still want to retain CAPPs MSS functionality for timesheets.

SR 2015-04 Baseline Workflow Proposal – Recommend **Defer to Later Vote for FY15 Deployment**.

- This SR is still under review. Agencies have three requirements:
  - Option to assign workflow alternate to a peer or subordinate manager, not just a higher manager.
  - Notify HR and Budget/Financials of certain transactions that have a budget impact when the agency does not opt out of HR MSS.
  - Notify HR of a name change.

SR 2015-08 Provisioning for property assigned to an employee – Recommend **Defer for later consideration as future enhancement**.

- Not considered a “must have” for FY15 Go-Live.
- Agencies want full integration with Asset Management and HR/Payroll.
- This would be a significant customization that cannot be accomplished this year.

SR 2015-09 Sort most commonly used Time Reporting Codes (TRCs) to the top of the timesheet list for selection - **Defer for later consideration as future enhancement**.

- Not considered a “must have” for FY15 Go-Live.
- Not configurable by agency in CAPPs – needs a customization.

SR 2015-12 Custom Time Certification Language for Monthly Time & Leave – Recommend **Approval**

- Some agencies (e.g. Child Support Courts) require customized language to be printed on the hard copy of the CAPPS Timesheet certification.

SR 2015-13 Bi-directional email interface – Recommend **Defer for later consideration as future enhancement.**

- Not considered a “must have” for FY15 Go-Live. There is a workaround for the small number of contingent workers involved.

SR 2015-02 Non-Employees / Contingent Workers (**Non-Voting** Item)

- Functionality can be delivered by using a manual workaround instead of customization.
- Agencies will manually hire contractors as contingent workers into the CAPPS system.
- Contractors will not load to Payroll as they will have special employee IDs.
- Agencies will perform Time and Labor enrollment and request security access for Contingent Workers so they can access Time & Labor for time reporting.
- Agencies requested ability to enter Contract End Date up front. This would require a customization and is therefore not included in the solution at this time. The workaround is for agencies to terminate contingent workers 45 days in advance of their term date (i.e. contract end date) as they do with employees.

**Required Maintenance (Voting not required) – Becca Murdock**

SR 2015-05 Include additional chartfield values in the Department Budget Load Process and Funding reports

- DIR does a lot of accounting around the product chartfield.
- To meet the differing financial reporting needs of state agencies, the Budget Load Process should be expanded to provide for use of all valid chartfield values.
- Updates to existing reports and requests for new file extract are deferred to the Reports discussion. The goal is to make these reports more functional, clear and user-friendly for the agencies.

SR 2015-06 Additional chartfield values must be included in the General Ledger (GL) interface

- To meet the differing financial reporting needs of state agencies, the GL Interface process should be expanded to provide financial reporting of all valid chartfield values.

SR 2015-07 Additional chartfield values must be included in the Payroll details interface

- To meet the differing financial reporting needs of state agencies, the Payroll Details Interface Process should be expanded to provide for use of all valid chartfield values.

SR 2015-10 Military leave edits need to be modified to handle the legislation effective Sept. 1, 2011, Senate Bill 1737

- Need to comply with statute.
- Create comp time plan for Military Leave and add required edits.

- HHS asked CPA to share the Functional Design Document (FDD).

SR 2015-11 Wellness plan needs to be added to bring CAPPs up to date with legislation

- Create comp time plan for Wellness Leave and add required edits.
- Note: The wellness leave must be awarded then taken.
- No room left on the timesheet. In 9.2 there can be up to 15 lines on the timesheet. It can be configured to hide certain lines.
- HHS asked CPA to share the FDD.

SR 2015-14 First time log in password reset

- Proposed solution is to generate an email with an expired password to new users when their business email is set up in CAPPs HR/Payroll.
- Need to build into the CAPPs system a method of entering and answering password questions to make it consistent and email-based.

SR 2015-15 Statewide User ID (7 TINS ID Employee ID and 11 digit User ID)

- The common unique identifier within CAPPs i.e. the TINS 7 number for the **Employee ID** will allow CPA to identify users across agencies, regardless of when they were hired.
- CAPPs users will now see the 7 digit TINS number in the Employee ID field. This change will be in place for deploying agencies in CAPPs Central.
- The 11 digit ID to log into the system will be the **User ID**.
- A relationship will be created between the User ID (11 digits) and the Employee ID (7 TINS ID).
- A user's 11 digit User ID will be the same in CAPPs Financials as CAPPs HR/Payroll.
- The reason for the separate User ID and Employee ID was driven by best security practices that Gartner recommended for identity management. The ID that a user logs in with should not be the same ID that they use to process transactions in the system.
- Within CAPPs Central, if a user transfers agencies they will retain their Employee ID and User ID.
- In PS 9.1, the Employee ID and User ID are both 11 digits. CPA is not making the change to a 7 digit TINS Employee ID for Hub agencies. Since HHS is a hub, they will decide whether to continue with these 11 digit IDs or adopt the 7 digit TINS and 11 digit IDs in 9.2. Since Hub agencies do not input data into CAPPs Central this will not be an issue.
- HHS expressed concerns that this SR could have a major impact on their 56,000 users. HHS therefore wants to closely monitor this change as the impact might be bigger than initially estimated. As a Hub, HHS will decide whether to implement this change or not. CPA will provide HHS with the CAPPs Central baseline.
- CPA had discussed this SR internally raising it to IT, Security, ISO and Privacy. The decision was reached last week to adopt Gartner's recommendation of separate unique 7 digit TINS and 11 digit IDs as a best security practice.
- CPA will set up meetings with HHS to continue discussions on this SR functionality.

**5. Update on Upcoming Maintenance – Rusty Charlton**

- During the normal maintenance window, AIX maintenance will take place on Sunday November 16, 2014 for Production.
- Notifications will be sent next week.

**6. Action Items**

- CPA will provide HHS with the FDDs for 2015-10 and 2015-11.
- CPA will set up meetings with HHS to further discuss SR 2015-15 Statewide User ID (7 TINS ID Employee ID/11 digit User ID).