



Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
March 31, 2015
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Initial
April Shapley	april.shapley@cpa.state.tx.us	CPA – Governance Coordinator; Facilitator	Yes
Becca Murdock	rebecca.murdock@cpa.texas.gov	CPA – Program Manager	Yes
Charlotte Wallace	charlotte.wallace@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – Project Manager	Yes (phone)
Darryl Lindgens	darryl.lindgens@cpa.state.tx.us	CPA	Yes
J.P. Wardle	j.p.wardle@hhsc.state.tx.us	HHSC - Contractor	Yes (phone)
Jennifer Mutschink	jennifer.mutschink@dir.texas.gov	DIR – Payroll Officer	Yes (phone)
“Jit” Biswajit Das	biswajit.das@txdmv.gov	DMV	Yes (phone)
Kennan Zishka	kennan.zishka@hhsc.state.tx.us	HHSC- Voting Member	Yes
Leslie Cruz	leslie.cruz@hrm.northgearinso.com	Northgate Arinso	Yes (phone)
Nancy Simmons	nancy.simmons@txcourts.gov	OCA HR	Yes (phone)
Rusty Charlton	russell.charlton@cpa.state.tx.us	CPA - CAPPS Project Manager	Yes
Sergio Rey	sergio.rey @txdmv.gov	DMV	Yes (phone)
Sona Holmstrom	sona.holmstrom@cpa.state.tx.us	CPA – HR/Payroll Team	Yes
Teri Augustine	teri.augustine@txdot.gov	TxDOT (Proxy for Jennifer)	Yes (phone)
Theresa Pratt	theresa.pratt@hhsc.state.tx.us	HHSC	Yes (phone)
Tina Washington	tina.washington@txcourts.gov	OCA Deputy CFO	Yes (phone)

1. **Welcome— April Shapley**
 - Roll call for phone participants.
 - Quorum confirmed.

2. Update on CAPPS HR/Payroll Service Requests (SRs) – Sona Holmstrom

- There are 83 active SRs across all modules; 16 are considered High status and are being worked.
- Three SRs are in Pending Production Approval status, one is Pending Production Migration, three are Awaiting Customer, one is in UAT, two are in System Test, five are In Work and one is Assigned.
- Trend Report: more SRs were closed this month than were opened.

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

- The deployment is still on track and expected to go-live in mid-May.
- Conversion, parallel and system testing have been completed.
- CPA is currently in the late stages of acceptance testing.
- 1,300 out of 1,460 scripts have been completed (89%) as of March 27.
 - This is slightly behind schedule but the CAPPS Deployment Team is working diligently to catch up.
- A review is scheduled to occur next Monday for all outstanding SR tickets. SRs will be prioritized and the CAPPS Deployment Team will determine which SRs can be completed before go-live.
 - If an SR cannot be completed by go-live, it will be worked after implementation.
- A meeting is scheduled for Thursday to discuss the cutover plan as well as pre- and post-implementation activities.
- Training is scheduled to begin in mid-April and finish up in mid-May.
- The training approach will be shared with the agency training coordinators.
- Agencies have requested many customized reports that are deemed to have statewide value.
- The team is currently working on estimates to determine the level of effort to complete these reports and determine which ones can be completed for go-live.
- The Talent Management functionality for CAPPS will be Taleo Learn, Taleo Recruit and Fusion.
- The team is currently scoping the Talent Management project with Oracle and hoping to implement by Sept. 1, 2015.
- CPA will meet with deploying agencies to determine the number of resources needed.
- The Talent Management project is secondary to the HR/Payroll go-live.
- Agencies must close out USPS pay activity by May 8, 2015.
- HR/Payroll go-live is scheduled for May 13, 2015.

4. Review Enhancements Submitted to Governance – Becca Murdock

- The UG was provided with two SR lists: one includes SRs being voted on today and the second list includes SRs that we will ask to vote on soon.
- The Level of Effort column was created by the CAPPS Deployment Team.
- Additionally, UG members were provided with reporting handouts.
 - The first handout identifies PeopleSoft delivered reports that can currently be run in CAPPS.

- The second handout identifies custom reports that can also be run in CAPPS.
- Becca provided additional details for some of these reports/SRs:
 - 2015-R-01: This report needs to be adapted in order to see it at the Supervisor level. This is critical for one of our deploying agencies (Office of Court Administration) and will likely be critical for additional deploying agencies in the future.
 - SR 1595: This report enables CAPPS and Employee Retirement System (ERS) to reconcile a source of record. This enhancement will be included in the 9.2 baseline.
 - 2015-R-02: This report will help facilitate approval as employees change agencies.
 - 2015-R-03: This error report helps agencies maintain updated email addresses.
 - 2015-R-04: Although there is not a direct requirement to match CAPPS reports to USPS reports, this report does correlate to a report in USPS.
 - 2015-R-07: This report is related to the projected longevity data.
 - 2015-R-08: This report is critical to OCA and will be critical for other future deploying agencies as well. It provides additional payroll details after payroll is distributed.
 - 2015-R-09: This report will ensure that all audit queries are multi-tenant.
 - 2015-R-12: This customization will enable CAPPS to handle hazardous duty pay.

5. Update on Upcoming Maintenance - Rusty Charlton

- No scheduled maintenance at this time but CPA is working to schedule the next round of quarterly AIX patches.
- CPA will also work on some storage connectivity modifications and hopes to schedule this maintenance during normal maintenance windows.

6. Adjourn