

**Centralized Accounting and Payroll/Personnel System (CAPPS)**  
**HR/Payroll User Group**  
**August 23, 2016**  
**9:00 a.m. – 11:00 a.m.**  
**Travis Building – Room 1-100**

**Meeting Minutes**

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attended?</b>
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	Phone
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Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA	No
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator; Facilitator	Yes
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Brian Poole	brian.poole@txdmv.gov	Department of Motor Vehicles (DMV)	No
Cassy Englerth	cassy.englerth@cpa.texas.gov	CPA – HR/Payroll Team	No
Charlotte Wallace	charlotte.wallace@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – Project Manager	No
Chelsa Vinklerek	chelsa.vinklerek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group Chair and Voting Member	Yes
Cherish McKemie	cherish.mckemie@dps.texas.gov	Department of Public Safety (DPS)	No
Cheryl Groeninger	cheryl.groeninger@cpa.texas.gov	CPA – HR/Payroll Production Team	No
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Cynthia Rivera	cynthia.rivera@theeb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	No
Daniel Ramirez	daniel.ramirez@cpa.texas.gov	CPA – Governance	Yes
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Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	No
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Jake Wofford	jake.wofford@cpa.texas.gov	CPA	Yes
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First & Last Name	Email	Role/Position	Attended?
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Londa Freeman	londa.freeman@glo.texas.gov	General Land Office (GLO) – Payroll Officer	No
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- I. Welcome (April Shapley)
  - Roll call for phone participants.
  - Quorum confirmed.
  
- II. CAPPS Production Update (Chelsa Vinklerek)
  - SR Summary Report
    - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
    - There were 272 active SRs and 166 were considered high.
    - There are currently no critical SRs.

- SR Trend Report
  - There were 307 SRs opened and 203 closed during the reporting period.
  - There was an increase in the number of SRs being opened and closed but this is not unusual for this time of year due to the deployment/CAPPS FY 16 go-live.
  - CAPPS HR/Payroll is trending around 83 percent completion of SRs opened versus closed.
- HR/Payroll Governance Approved Enhancements
  - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
    - SR 224 – moved to *Pending Prod Approval*.
    - SR 222 – moved to *System Test*.
- HR/Payroll Required Maintenance
  - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
    - All SRs with updates since the last meeting have a status of *Migrated to Production* in association with the August FY 16 Go-Live.
    - Beginning next month, the Required Maintenance report will identify all required maintenance SRs for HR/Payroll, not just the SRs required for deployment.
    - As new SRs are required for the FY 17 deployment, the Required Maintenance report for Deployment will be provided.
- Fiscal Year End (FYE) Reminders
  - CAPPS HR/Payroll will be unavailable beginning at 5:00 p.m. on Wednesday, August 31 – 7:00 a.m. on Tuesday, September 6 for FYE activities.
    - CAPPS HR/Payroll Production will be available on September 6 should any agencies choose to perform validation.
    - The CAPPS Help Desk will be closed, so agencies will be responsible for responding to any internal questions. If any issues are discovered, an ASP ticket should be created.
  - Maintenance (HCMMNT) and User Acceptance Test (HCMUAT) will be refreshed on September 2 beginning at 5:00 p.m. These environments will be available to users at 7:00 a.m. on September 6, 2017.
  - There will be no code changes (migrations) on September 1, 2017. August 25 will be the final migration date until after FYE.

### III. CAPPS Project Update: CAPPS Talent Management Agency Deployment (Jake Wofford)

- Deploying agencies: DIR, DMV, OCA, OSPA
- CAPPS Recruit and CAPPS Learn went live over July 4 weekend.
- The historical data load for CAPPS Learn was successful.

### IV. CAPPS Project Update: HR/Payroll FY16 Deployment (Rebecca Murdock)

- Deploying agencies: CPA, DPS, THECB, TSLAC, Courts/Judicial Agencies
- CAPPS FY 16 HR/Payroll is now live and in Production at 26 new agencies.
- The CAPPS Support Team is providing assistance to deploying agencies as they work to complete their first payroll in CAPPS.
- Production support will continue until early October 2016.

- The CAPPS Deployment Team is preparing for the HR/Payroll FY 17 Kickoff meeting, scheduled for the second week of September 2016.

V. CAPPS Project Update: Business Intelligence Upgrade (Art Nava)

- The CAPPS Business Intelligence Upgrade is behind schedule.
  - There were major delays in procuring hardware and currently there is no contract in place.
  - The development environment and a temporary test environment have been stood up but there is no Production environment.
  - The team has been designing/developing metadata architecture.
  - Without hardware, reporting has been delayed.
  - A pilot project will be created once Production hardware has been procured.
  - BI training modules will also be created.