

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
September 27, 2016
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attended?
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	No
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Andrea Davis	andrea.davis@txcourts.gov	Supreme Court of Texas (SCT)	No
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Cassy Englerth	cassy.englerth@cpa.texas.gov	CPA – HR/Payroll Team	No
Charlotte Miller	charlotte.miller@txcourts.gov	Office of Court Administration (OCA) – HR Director	Yes
Charlotte Wallace	charlotte.wallace@hhsc.state.tx.us	Health and Human Services Commission (HHSC) – Project Manager	No
Chelsa Vinklarek	chelsa.vinklarek@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
Chris Stirneman	chris.stirneman@cpa.texas.gov	CPA – HR/Payroll Team	No

First & Last Name	Email	Role/Position	Attended?
Chris Happ	christine.happ@cpa.texas.gov	CPA – Operations Manager	No
Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	Phone
Daniel Ramirez	daniel.ramirez@cpa.texas.gov	CPA – CAPPs Governance and Change Enablement	Yes
Dawn Heitman	dheitman@tsswcb.texas.gov	Texas State Soil and Water Conservation Board (TSSWCB), HR Coordinator	No
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Elizabeth Garcia	elizabeth.garcia@txdmv.gov	DMV – Payroll & Leave Accounting	No
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Jennifer Mutschink	jennifer.mutschink@dir.texas.gov	DIR – Payroll Officer	No
Jennifer Pennington	jennifer.pennington@txdot.gov	Texas Department of Transportation (TxDOT) – Enterprise Resource Planning	No
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Lance McMillan	lance.mcmillan@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	No
Linda Beth Brady	lindabeth.brady@cpa.texas.gov	Comptroller of Public Accounts	Yes
Lisa Donnelly	lisa.donnelly@tjjd.texas.gov	Texas Juvenile Justice Department (TJJJ)	No
Londa Freeman	londa.freeman@glo.texas.gov	General Land Office (GLO) – Payroll Officer	No
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Ly Griffin	ly.griffin@cpa.texas.gov	CPA	Yes
Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	No
Mathew Richardson	mathew.richardson@tlc.texas.gov	Texas Legislative Council (TLC)	Yes
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	No
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Paul Garza	paul.garza@cpa.texas.gov	CPA – HR/Payroll Team	No
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Rick Bishop	rick.bishop@cpa.texas.gov	CPA	Yes
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Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	No
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Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	Phone
Vidhya Kumar	vidhya.kumar@cpa.texas.gov	CPA – Project Manager	No

1. Call to Order and Welcome – April Shapley

- Roll call for phone participants.
- Quorum confirmed.

2. CAPPs Production Update – Chelsa Vinklerek

• **HR/Payroll Support Requests (SRs) Report**

User Group members were provided with a report of all active SRs on the HR/Payroll 9.2 system.

- Status of Support Requests
 - Currently, there are no *critical* SRs.
 - There were 439 active SRs during the reporting period. 146 SRs were considered high priority and are in various stages of work.
- Trend Report
 - The number of SRs being opened and closed should continue to trend up due to the onboarding of new agencies.
 - For the reporting period, there were 544 SRs opened and 387 closed.
 - Annually, the CAPPs HR/Payroll is trending around 75 percent completion of SRs opened versus closed.

- **HR/Payroll Governance Approved Enhancements – Chelsa Vinklerek**
 User Group members were provided a report of all Governance Approved Enhancements.
 - The Governance Approved Enhancement report was generated on September 22, 2016.
 - Status changes are identified with an asterisk (*) in the Status columns and **bolded**.
 - SR 224 – Migrated to Production on August 11, 2016 but an issue has been found regarding security. The Security Team is researching the issue.
 - SR 222 – Migrated to Production on September 22, 2016.
- **HR/Payroll Required Maintenance – Chelsa Vinklerek**
 User Group members were provided with a list of Required Maintenance SRs.
 - Changes from last month (August) are identified with an asterisk (*) in the Status column and **bolded**.
 - SR 835 and SR 852 – moved to *Acceptance Test*.
 - SR 894 is in *Assigned* status.
 - All other SRs remain in *In Work* status.
 - The CAPPs Support Team is currently discussing the prioritization of tickets and Letter of Authorization (LOA).
 - An SR is opened for each LOA as a tracking mechanism but an SR is not needed for LOA issue.
 - If an agency has a LOA issue, they should submit through the LOA process.

3. Disaster Recovery Failover Test – Steve Schiurring

- CPA performs an annual Disaster Recovery (DR) test on all systems including CAPPs.
- The DR test for CAPPs is scheduled for the weekend of November 4 through November 6, 2016.
- Testing will begin on Friday, November 4, after 7:00 p.m. with the goal of having systems back up by Sunday afternoon, November 6, 2016.
 - The Production data center is in Virginia; the DR site is in Cincinnati.
 - During this test, the CAPPs Support Team will shut down Production environments and let them fail over to the DR site.
 - Agencies will not have access to the DR site.
 - The test will affect Central users, which includes HR/Payroll, Financials, Portal, Production and Non-Production environments. Hubs will not be impacted.
 - The CAPPs Support Team will send out reminders through the usual communication channels (email, web).

4. PeopleTools 8.55 Upgrade/Code Freeze – Stacey Minces

- User Acceptance Testing (UAT) will begin October 10 and go-live is scheduled for December 5, 2016.
- The PeopleTools 8.55 upgrade is the foundation for the future image upgrade.
 - The current version of PeopleTools is no longer supported by Oracle as of July 2016.
 - The upgrade will address some 508 compliance issues, add new query features and update the Oracle database.

- UAT will start October 10 and end November 18, 2016.
 - A soft freeze will begin on October 3, 2016. Limited SRs will migrate to ensure there is no impact to the upgrade.
 - A hard freeze will begin on November 7. Only critical SRs will migrate prior to go-live on December 5, 2016.
- Agencies need to assign a UAT Coordinator, SMEs and Testers.
 - The CAPPS Support Team will send out recommended scenarios and test scenarios.
 - Agencies are required to participate in testing and documenting.
- Any issues found during testing should be logged into ASP.
 - Open a ticket and in the short description add, “PeopleTools Upgrade.”
 - Select UAT as the environment.
 - Document the issues so the CAPPS Support Team can recreate the problem.
 - The CAPPS Support Team will research the issue and notify the agency when ready for retesting.
- Business Objects users will need a temporary password.
- Contact Stacey Minces or the CAPPS Help Desk if you have any questions.

5. CAPPS Project Update: CAPPS Talent Management Agency Deployment – Rusty Charlton

- The CAPPS Deployment Team is currently sizing the effort for the next CAPPS Recruit and CAPPS Learn deployment for FY17 agencies.
- The deployment for FY16 agencies was a long project implementation effort (18 to 24 months).
- The CAPPS Deployment Team is working on a standard model for deployments and working to improve the timeline for the FY17 agencies.
 - The standard timeline for deployment is typically 10 to 12 months.
- The CAPPS Deployment Team is collaborating with HHSC and TxDOT on a PeopleSoft solution for Performance Management.

6. CAPPS Project Update: HR/Payroll FY16 Deployment – Rusty Charlton

- Deploying agencies: CPA, DPS, THECB, TSLAC and COURTS/Judicial Agencies.
- The CAPPS HR/Payroll FY16 Deployment was completed on August 8, 2016.
- Production support for the new agencies will continue until early October 2016.
- If agencies should have any issues, enter an ASP ticket for assistance.

7. CAPPS Project Update: HR/Payroll FY17 Deployment – Rusty Charlton

- Deploying agencies for FY17: TDI, OIEC, RRC, TSBEP, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.
- The FY17 Kickoff and review sessions were completed for the new deploying agencies and the CAPPS Deployment Team is currently conducting agency Discovery sessions.
- The CAPPS Deployment team will conduct a gap analysis with each FY17 deploying agency.
- To resolve gaps, agencies may need to change their business processes.
 - Configurations or customizations can be developed only when an agency is unable to change a business process.

8. CAPPS Project Update: Business Intelligence Upgrade – Suresh Sandararajan

- The CAPPS Business Intelligence Upgrade is behind schedule.
- Test servers are now ready.
 - Configuration and Performance Testing will occur next.
- The BI Team is still working to acquire necessary Production hardware.
 - The BI Team hopes to receive hardware in the December/January timeframe.
- BI Training modules are in development.