

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
October 25, 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	Yes
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	No
Amy Ramos	amy.ramos@cpa.texas.gov	CPA – Payroll	No
Andrea Davis	andrea.davis@txcourts.gov	Supreme Court of Texas	No
Andrea Smith	andrea.smith@cpa.texas.gov	CPA-CAPPS HR/Payroll Production Support Lead	Yes
Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA	No
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator; Facilitator	Yes
Art Nava	art.nava@cpa.texas.gov	CPA – Business Intelligence	Yes
Brad Fenton	brad.fenton@cpa.texas.gov	CPA – Human Resources (HR)/Payroll Team	No
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 Miller	charlotte.miller@txcourts.gov	OCA – HR Director	No
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	Comptroller of Public Accounts (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
Don Land	don.land@cpa.texas.gov	CPA	Yes
Donna Clay	donna.clay@cpa.texas.gov	CPA – Innovation & Technology (IT)	Yes
Eduardo Plaza	eduardo.plaza@txdmv.gov	Texas Department of Motor Vehicles (DMV)	No
Elizabeth Garcia	elizabeth.garcia@txdmv.gov	DMV – Payroll & Leave Accounting	No
Helen Sparks	helen.sparks@cpa.texas.gov	CPA – CAPPs Deployment Lead	No
Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	No
Ivan Smith	ivan.smith@dir.texas.gov	Department of Information Resources (DIR)	No
Jake Wofford	jake.wofford@cpa.texas.gov	CPA	No
J.P. Wardle	j.p.wardle@cpa.texas.gov	CPA – Contractor	No
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	Phone
Jennifer Williams	jennifer.williams@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	No
Kelley Martin	kelley.martin@cpa.texas.gov	CPA – CAPPs Deployment Team	No
Kelly Seaton	kelly.seaton@cpa.texas.gov	CPA	No
Kennan Zishka	kennan.zishka@hhsc.state.tx.us	HHSC – Voting Member	No
Kenneth Dusing	kenneth.dusing@txdmv.gov	DMV	No
Lance McMillan	lance.mcmillan@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	No

First & Last Name	Email	Role/Position	Attended
Linda Beth Brady	lindabeth.brady@cpa.texas.gov	Comptroller of Public Accounts	Yes
Lisa Donnelly	lisa.donnelly@tjjd.texas.gov	Texas Juvenile Justice Department (TJJD)	No
Londa Freeman	londa.freeman@glo.texas.gov	General Land Office (GLO) – Payroll Officer	No
Lori Ely	lori.ely@cpa.texas.gov	CPA – HR/Payroll Production team	No
Ly Griffin	ly.griffin@cpa.texas.gov	CPA	No
Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	Phone
Mathew Richardson	mathew.richardson@tlc.texas.gov	Texas Legislative Council (TLC)	No
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	Yes
Norma Cortez	norma.cortez@dps.texas.gov	Department of Public Safety (DPS) – HR Director, Voting Member	Phone
Paul Garza	paul.garza@cpa.texas.gov	CPA – HR/Payroll Team	No
Pete Marcell	pete.marcell@cpa.texas.gov	CPA – Project Manager	No
Phyllis Dawson	phyllis.dawson@txdmv.gov	DMV – Financial Reporting	No
Randa Maldonado	randa.maldonado@dir.texas.gov	DIR	No
Rebecca Brecht	rebecca.brecht@cpa.texas.gov	CPA – CAPPs Governance and Change Enablement	Yes
Rebecca Kelly	rebecca.kelly@cpa.texas.gov	CPA – HR/Payroll Team	Yes
Reggie Pegues	reginold.pegues@dir.texas.gov	DIR – Director of Accounting	No
Rick Bishop	rick.bishop@cpa.texas.gov	CPA	No
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPs Project Manager	Yes
Sandra Woodruff	sandra.woodruff@cpa.texas.gov	CPA – Assistant Director of Fiscal Management	No
Saundra Farley	saundra.farley@cpa.texas.gov	CPA – HR/Payroll Production team	No
Sergio Rey	sergio.rey@txdmv.gov	DMV	No
Sharon Brewer	sharon.brewer@txdmv.gov	DMV – HR Director	No

First & Last Name	Email	Role/Position	Attended
Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPS Deployments Supervisor	Yes
Stacey Hassin	stacey.hassin@cpa.texas.gov	CPA – HR/Payroll Production Team	No
Stacey McClure	stacey.mcclure@glo.texas.gov	GLO	No
Stacey Mincec	stacey.mincec@cpa.texas.gov	CPA	No
Stephanie Freng	stephanie.freng@tlc.texas.gov	TLC	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA	Yes
Sue Park	sue.park@txdot.gov	TxDOT – Payroll Lead	No
Tanya Aragon	tanya.aragon@hhsc.state.tx.us	HHSC	No
Theresa Pratt	theresa.pratt@hhsc.state.tx.us	HHSC	Phone
Thomas Hollingsworth	thomas.hollingsworth@cpa.texas.gov	CPA-Application Services	No
Thomas Kaufman	thomas.kaufman@cpa.texas.gov	CPA	No
Toni Brown	toni.brown@cpa.texas.gov	CPA	No
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.
 - New Attendee:
 - Andrea Smith, CPA-CAPPS HR/Payroll Production Support Lead.

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.
 - SR Summary Report
 - Currently, there are no *critical* SRs.

- There are 159 *High* SRs in various stages of work with a total of 367 SRs.
 - A new status was added to the summary report: “*Assessment*”. This new status will allow CPA to analyze the SR before it is categorized as “*In Work*”. Will also allow CPA to manage workload.
 - SR Trend Report
 - There were 443 SRs opened and 467 were closed.
 - Annually, CAPPS HR/Payroll is trending around 87 percent completion of SRs opened versus closed.
 - **HR/Payroll Governance Approved Enhancements – Chelsa Vinklarek**
A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - The Governance Approved Enhancement report was generated on October 24, 2016.
 - SR 136 – this ticket is currently in *System Test* and expected to be in *Acceptance Test* soon.
 - **HR/Payroll Required Maintenance – Chelsa Vinklarek**
User Group members were provided with a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 835 – currently in *System Test*. This SR impacts the Texas Department of Public Safety (DPS) only.
 - SR 957 – currently in *Acceptance Test* and is being worked in stages.
 - User Acceptance Test (UAT) will run for 10 days. The SR will then be moved into the CAPPS Production environment (HCMPRD1).
 - The following SRs all are Talent Management items and all have a status of *In Work*: 1671, 1720, 1999, 1052, 1544, 1162, 1163, 1536, 2183 and 2184.
- 3. Disaster Recovery Failover Test Update – Steve Schiurring**
- CPA performs an annual Disaster Recovery (DR) test on all systems, including CAPPS. This year’s failover test involves shutting down the Production data center in Virginia and cutting over to the backup DR site in Ohio.
 - CPA will begin the failover test on November 4 after 7:00 p.m. The following CAPPS environments will be impacted: Production and Non-Production environments for HR/Payroll, Financials, Portal, Reporting and Business Objects.
 - Systems are expected to be available again by November 6, 2016.
 - The DR Failover Test will impact CAPPS Central agencies. It will not impact CAPPS Hubs.
 - CPA will send out notifications and updates via the usual communication channels (email, web).
- 4. PeopleTools 8.55 Upgrade – Steve Schiurring**
- The PeopleTools 8.55 Upgrade has been delayed.
 - The CAPPS Support Team has been conducting system testing and smoke testing in the UAT environments.
 - Over 20 issues have been identified.
 - All but two of them have been resolved.
 - The CAPPS Support Team is currently updating the project plan and will provide updates once new dates have been identified.

5. Upcoming Vote: SRs Submitted to Governance – Rebecca Kelly

- There are two HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
 - The two voting items (SRs) were requested by DMV.
 - SR 1354 – request to turn on notification for an expired job requisition/posting. The CAPPs Support Team recommends approving this enhancement.
 - SR 1709 – request to deactivate workflow event notification. The CAPPs Support Team recommends reject this enhancement.

6. CAPPs Project Update: CAPPs Talent Management Agency Deployment – Rusty Charlton

- Deploying agencies: CPA, DPS, THECB, TSLAC and the 19 Courts and Judicial Agencies.
- CAPPs Talent Management includes three modules: CAPPs Recruit, CAPPs Learn and Performance Management.
- Each of these modules will be deployed using the CAPPs deployment model.
 - **Recruit:** a draft plan and timeline is being developed for agencies who most recently deployed HR/Payroll. The project plan and timeline are expected to be finalized the week of October 24, 2016.
 - **Learn:** the CAPPs Support Team is in the process of reviewing scenarios, resources and the CAPPs deployment approach to determine how to deploy Learn based on what has been successful for CAPPs HR/Payroll.
 - The bulk of the work may be handled by agencies. CPA will work with the agencies to determine the level of effort.
 - No timeline or project plan is currently approved.
 - **Performance Management:** the PeopleSoft ePerformance Management module will be used for CAPPs Performance Management.
 - A scope and timeline have been submitted for approval to the Quality Assurance Team (QAT).

7. CAPPs Project Update: HR/Payroll FY 17 Deployment – Rusty Charlton

- Deploying agencies: TDI, OIEC, RRC, TSBEP, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.
- Discovery Sessions are wrapping up this week.
 - For Phase 1, the CAPPs Deployment Team is completing behind-the-scenes configuration updates.
 - For Phase 2, only three to four gaps have been identified.
- Training and Change Management sessions have kicked off successfully.
- The PeopleTools (PT) 8.55 upgrade and image upgrade will be included in this deployment.
 - With the image upgrade, CAPPs will be moved up several image versions – from version 0 to version 18.
 - The goal is to test these updates at the same time as the deployment changes to avoid duplicating activities in System Test and UAT.
 - The image upgrade and FY17 Deployment will require CAPPs to be unavailable for several days.
 - The image upgrade is scheduled to go-live in late June 2017.

- The FY17 Deployment is scheduled to go live on July 10, 2017.

8. CAPPS Project Update: Business Intelligence Upgrade – Art Nava

- The CAPPS Business Intelligence Upgrade is behind schedule.
 - PeopleSoft security integration has been configured and is progressing.
 - The server procurement contract has been signed. In the next few days, the project team will meet with the vendor and begin reviewing specifications.

9. Additional Discussion

- User Group members discussed the need for a December UG meeting due to many people being unavailable during the holidays.
- The UG members decided a December meeting is unnecessary.
- The next UG meeting will occur in January 2017.