

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
November 22, 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
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	No
Amanda Seagren	mandi.seagren@txcourts.gov	TxCourts – Payroll Office	No
Amy Ramos	amy.ramos@cpa.texas.gov	CPA – Payroll	No
Andrea Davis	andrea.davis@txcourts.gov	Supreme Court	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
Becky Taylor	becky.taylor@txcourts.gov	TxCourts – Business Analyst	No
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	Office of Court Administration (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

First & Last Name	Email	Role/Position	Attended?
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
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
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	No
Donna Clay	donna.clay@cpa.texas.gov	CPA – Innovation & Technology (IT)	Yes
Eduardo Plaza	eduardo.plaza@txdmv.gov	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)	Phone
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	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	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

First & Last Name	Email	Role/Position	Attended?
Lance McMillan	lance.mcmillan@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	No
Linda Beth Brady	lindabeth.brady@cpa.texas.gov	CPA	Yes
Linda Pittsford		Texas Legislative Council (TLC) – Deputy Director	No
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	Yes
Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	No
Mathew Richardson	mathew.richardson@tlc.texas.gov	Texas Legislative Council (TLC) – Legislative Official/Admin	Yes
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	Yes
Norma Cortez	norma.cortez@dps.texas.gov	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	Yes
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	No
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

First & Last Name	Email	Role/Position	Attended?
Sharon Brewer	sharon.brewer@txdmv.gov	DMV – HR Director	No
Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPS Deployments Supervisor	No
Stacey Hassin	stacey.hassin@cpa.texas.gov	CPA – HR/Payroll Production Team	No
Stacey McClure	stacey.mcclure@glo.texas.gov	General Land Office	No
Stacey Mince	stacey.mince@cpa.texas.gov	CPA	No
Stephanie Freng	stephanie.freng@tlc.texas.gov	TLC	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	No
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	No
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.

2. CAPPS Production Update – Chelsa Vinklarek

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

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

- Status of Support Requests
 - Currently, there are no *critical* SRs.
 - There are 152 *High* SRs in various stages of work with a total of 358 SRs.

- Trend Report
 - For the reporting period, there were 257 SRs opened and 269 closed.
 - Annually, the CAPPs HR/Payroll is trending around 89 percent completion of SRs opened versus closed.
- **HR/Payroll Governance Approved Enhancements – Chelsa Vinklarek**

User Group members were provided a report of all Governance Approved Enhancements.

 - Status changes are identified with an asterisk (*) in the Status columns and **bolded**.
 - SRs 135 and 224 – Both SRs are in *Pending Production Approval* status and are set to be moved to *Complete* status tomorrow.
- **HR/Payroll Required Maintenance – Chelsa Vinklarek**

User Group members were provided with a list of Required Maintenance SRs.

 - Changes from last month (October) are identified with an asterisk (*) in the Status column and **bolded**.
 - SR 835 – Complete; migrated to Production on October 24, 2016.
 - SR 957 – Pending Production approval; it migrated to Production and should be moved to *Complete* status tomorrow.

3. **Disaster Recovery Failover Test Update – Steve Schiurring**

User Group members were provided with a handout of the presentation.

- The Disaster Recovery (DR) test occurred the weekend of November 4 and 5 and was a success. On November 4 the CAPPs Support team shut down all of the environments at 7:00 p.m. and took down the production databases at the Production Data Center in Sterling, Virginia and the Test databases in the Cincinnati, Ohio Data Center. The team brought up the DR databases in Cincinnati, which stay in sync real-time with the Production databases. Transactions are replicated in the DR environment so that there is no data loss during an emergency. The team tested and found no latency, which is good
- On Saturday, the team completed tests and ran interfaces. Everything performed as expected. The team then restored the DR environments back to where they were before testing to have them mirror Production data again. The team then brought the Production and Non-Production environments back up on Sunday and tested successfully. The CAPPs Support team was ahead of schedule during the entire test. Around noon on Sunday, Steve Schiurring send out an email announcing the successful completion of the DR test.
- A DR test report will come out soon.
- This was the first test of our new data centers. The next test will be in the fall 2017. CPA systems will be tested in late winter 2017.
- Next year more agency involvement may be requested from the agencies for DR testing.

4. PeopleTools 8.55 Upgrade/Code Freeze – Steve Schiurring

User Group members were provided with a handout of the presentation.

- The CAPPS Deployment team recently reevaluated the schedule. The project is in System test now and is going smoothly.
- The PT Upgrade only affects CAPPS Central agencies. Hubs will receive updates at a later date.
- The User Acceptance Test (UAT) environments for HR/Payroll, Financials and Portal will take place on November 28-30. The CAPPS Support team will test in December 2016 and January 2017. Agency testing will run from January 16 through February 24. The CAPPS Support team will send out test scenarios to the agencies prior to UAT start and will provide guidance on how to test.
- Go-Live is scheduled for February 27. The Sandbox (SBX1) environment continues to serve as the regular UAT environment for Production SR testing until go-Live.
- The CAPPS Support team will perform upgrades during the legislative session. There will also be an image upgrade to bring the systems up-to-date with multiple PeopleSoft updates and bug fixes. The image upgrade effort will go through Spring and Summer 2017.

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

User Group members were provided with a handout of the Recruit deployment dashboard.

- The CAPPS Recruit deployment is on schedule and green.
 - The Kickoff is done and the CAPPS Team is currently in Review sessions.
 - This deployment is following the same project process as other CAPPS deployments.
 - The CAPPS Team is in the process of scheduling discovery/gap analysis sessions and are targeting a May Go-Live.
- CAPPS Recruit is a cloud-based solution.
 - Most if not all of gaps will be resolved with a change in the configuration or by modifying existing business processes.
 - The CAPPS Team does not have the ability to change the Talent Management baseline code as we do with the HR/Payroll and Financials modules.
- CAPPS Learn is live in Production for the Department of Motor Vehicles (DMV) and the Department of Information Resources (DIR).
 - Those two agencies do not have as robust of a need for Learn or Training as other agencies, such as the Department of Public Safety (DPS) and the Comptroller of Public Accounts (CPA).
 - For Learn deployments, the CAPPS Deployment Team has opted to take gradual implementation steps. CPA will deploy next without any additional agencies in the deployment. This will give the CAPPS Deployment Team a chance to test deployment processes before implementing on a larger scale.

6. CAPPS Project Update: HR/Payroll FY 17 Deployment – Rusty Charlton

User Group members were provided with a handout of the HR/Payroll FY 17 deployment dashboard.

- This project is on schedule and green. It is on track for the July 10 deployment.

- The CAPPS Deployment Team is monitoring the PeopleTools 8.55 Upgrade for any potential risk/issues.
 - The CAPPS Image Upgrade effort directly impacts this deployment effort. The image upgrade testing will occur simultaneously with agency PT testing, in the May/June timeframe.
- The CAPPS Deployment team is completing their discovery/gap analysis and working on a small number of Phase 2 gaps.
- Functional Design Documents (FDDs) and Technical Design Documents (TDDs) are being developed for those gaps. Agency configurations are being confirmed.
- Commitment Accounting configurations are due back from the deploying agencies by December 2, 2016.
- The Agency Partnership Program sessions are going well and the agencies are very engaged. The team is pleased with the level of participation from the agencies.

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

User Group members were provided with a handout of the deployment dashboard.

- The server should be delivered and in our environment by the end of December.
- Once the server is delivered, the team will install the operating system, install and configure the software, then turn it over to CPA Information Security Operations (ISO) for their tasks.
- The CAPPS team is currently putting the data architecture in place and has had no issues so far.
- The CAPPS team has started to import data from the HR/Payroll environment. That process is going well.

8. Additional Discussion:

- Chelsa Vinklarek advised the User Group that the Internal Revenue Service (IRS) has extended the Affordable Care Act reporting deadline to March 2. The CAPPS Support Team will send out updates via email around calendar year-end.

9. Adjourn