

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
April 26, 2016
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Initial
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	No
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Cherish McKemie	cherish.mckemie@dps.texas.gov	Department of Public Safety (DPS)	Phone
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Chris Happ	christine.happ@cpa.texas.gov	CPA – Operations Manager	No
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Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) –	Phone

First & Last Name	Email	Role/Position	Initial
		Voting Member	
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	No
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Elizabeth Garcia	elizabeth.garcia@txdmv.gov	DMV – Payroll & Leave Accounting	No
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Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	No
Ivan Smith	ivan.smith@dir.texas.gov	DIR	Phone
Jan Evans	jan.evans@txcourts.gov	Supreme Court – Voting Member	Yes
J.P. Wardle	j.p.wardle@hhsc.state.tx.us	HHSC – Contractor	No
Jeff Amato	jeffrey.amato@cpa.texas.gov	CPA – IT Software Development Area Manager	No
Jennifer Mutschink	jennifer.mutschink@dir.texas.gov	DIR – Payroll Officer	No
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Jennifer Williams	jennifer.williams@hhsc.state.tx.us	HHSC	No
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Lisa Donnelly	lisa.donnelly@tjjd.texas.gov	Texas Juvenile Justice Department (TJJD)	No

First & Last Name	Email	Role/Position	Initial
Londa Freeman	londa.freeman@glo.texas.gov	General Land Office (GLO) – Payroll Officer	No
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Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team	Yes
Norma Cortez	norma.cortez@dps.texas.gov	DPS – HR Director, Voting Member	No
Paul Garza	paul.garza@cpa.texas.gov	CPA – HR/Payroll Team	No
Pete Marcell	pete.marcell@cpa.texas.gov	CPA – Project Manager	Yes
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Stephen Keltgen	stephen.keltgen@dir.texas.gov	DIR PM	Yes
Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	Phone

1. **Call to Order and Welcome – April Shapley**
 - Roll call for phone participants.
 - Quorum confirmed.

2. **Announce New Voting Member – April Shapley**
 - Chelsa Vinklarek is the new HR/Payroll User Group Chair and CPA Application Service Provider (ASP) Voting Member.

3. **CAPPS Production Update – Sona Holmstrom**
 - **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 95 *highs* SRs in various stages of work.
 - 31 SRs are in *transition* to the Accenture work stream.
 - Trend Report
 - The number of SRs being opened is equivalent to the number of SRs being closed.
 - The SR trend is declining but the Production Team is working the deployment SRs.
 - CAPPS HR/Payroll is currently trending around a 90% completion rate of SRs opened versus closed.
 - CAPPS HR/Payroll is currently in a soft freeze in anticipation of the FY16 go-live.
 - The CAPPS HR/Payroll hard freeze is scheduled to begin on May 9, 2016.
 - **HR/Payroll Governance Approved Enhancements**
 - User Group members were provided a report of all Governance Approved Enhancements.
 - In the two columns on the far right, yellow highlighted cells indicate a change from last month's meeting.
 - SR 146 — in *rework*, issues were reported during *User Acceptance Testing (UAT)*.
 - SR, 221, 223, 225, 226 and 227 — expected to migrate to Production on Thursday, April 28, 2016.
 - Other SRs are *pending migration* but waiting for SR 226 to migrate to Production first.
 - **HR/Payroll Required Maintenance – Chelsa Vinklarek**
 - User Group members were provided with a list of Required Maintenance SRs.
 - These are items that will be done in conjunction with the Deployment.
 - In the column on the far right, yellow highlighted cells indicate a change from last month's meeting.
 - SR 831 – expected to migrate to Production on May 5, 2016.
 - All other SRs listed on this spreadsheet are *in work* and are a high priority.

4. **CAPPS Project Update: CAPPS Talent Management Agency Deployment – Jake Wofford**
 - Deploying agencies: DIR, DMV, OCA, OSPA
 - The go-live date for Recruit and Learn is June 30, 2016.
 - CPA is on track to begin testing for deploying agencies.
 - The implementation date for Goals & Performance Management is still to be determined.

5. **CAPPS Project Update: CAPPS FY16 Deployment – Vidhya Kumar**
 - Deploying agencies: CPA, DPS, THECB, TSLAC, Courts & Judicial Agencies
 - The new go-live date is August 8, 2016.
 - We are currently working on mock conversions and system testing.
 - Train-the-Trainer courses have started.
 - The CAPPS Support Team is currently preparing for UAT which is scheduled to kickoff on May 20, 2016.

6. **Adjourn**