



**Centralized Accounting and Payroll/Personnel System (CAPPS)  
 HR/Payroll User Group  
 May 24, 2016  
 9:00 a.m. – 11:00 a.m.  
 Travis Building – Room 1-111**

**Meeting Minutes**

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Vidhya Kumar	vidhya.kumar@cpa.texas.gov	CPA – Project Manager	Yes

1. **Call to Order and Welcome – April Shapley**
  - Roll call for phone participants.
  - Quorum confirmed.
  
2. **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 100 *highs* SRs in various stages of work. Some SRs are being worked on but will not migrate to Production until the code freeze is lifted.
      - There are 21 SRs in *transition* to the Accenture work stream.
    - Trend Report
      - There were 43 SRs opened and 41 SRs that were closed.
      - CAPPS HR/Payroll is trending around 89% completion rate of SRs opened versus closed.
      - The deployment has reduced the number of SRs opened and closed, in comparison to previous months.
  - **HR/Payroll Governance Approved Enhancements**  
User Group members were provided a report of all Governance Approved Enhancements.
    - Status changes from last month (April) are identified with an asterisk (\*).
      - SR 146, 224 and 228 — in *system test* and are expected to be ready for *User Acceptance Testing (UAT)* in a couple of weeks.
      - SR 221, 223, 225, 226 and 227 — *completed*.
  - **HR/Payroll Required Maintenance – Chelsa Vinklarek**  
User Group members were provided with a list of Required Maintenance SRs.
    - Changes from last month (April) are identified with an asterisk (\*) in the Status column.

- SR 836 – the report will allow new retirement types to be deployed to the agencies. A new query will be created. This query is expected to be ready for go-live.
- SR 830 and 831 – *completed*.
- All other SRs listed on this spreadsheet are *in work* and are a “high” priority.

**3. CAPPS Project Update: CAPPS Talent Management Agency Deployment – Jake Wofford**

- Deploying agencies: DIR, DMV, OCA, OSPA
  - CPA continues to create an interface between Work in Texas and CAPPS Recruiting per HB 426.
  - *System testing* and validating with deploying agencies is complete for Recruit and Learn.
  - Learn history for DIR and DMV will be loaded into CAPPS after go-live.
  - On track to go-live on June 30, 2016 with Recruit and Learn.

**4. CAPPS Project Update: CAPPS FY16 Deployment – Vidhya Kumar**

- Deploying agencies: CPA, DPS, THECB, TSLAC, Courts
  - The go-live date is August 8, 2016.
  - UAT Kickoff was May 18, 2016.
  - UAT documents were distributed via email.
  - During the week of May 30, 2016, UAT login and passwords will be sent before the start of UAT testing. Other supportive documents will be sent for what to expect the first day.
  - The project is *at risk* of being behind schedule due to system testing but the teams are working hard to get back on track.
  - Train-the-Trainer courses have started and are going very well.
  - There are two more training days available. Please contact Vidhya Kumar or Dina Pastovich to add topics to the agenda.

**5. CAPPS Project Update: CAPPS Business Intelligence Upgrade – Art Nava**

- The development environments have been stood up and software is installed.
- The BI Team developed a framework to push data from the staging area to the warehouse for reporting.
- Waiting on the pilot scope definitions from the Fiscal Management (FM) team.
- A collaborative effort will not begin with the agencies until everything is vetted through FM Management.

**6. CAPPS Deployment Dates – Chelsa Vinklerek**

- Production will be shut down prior to go-live in order to load new data for deploying agencies.
- Notices will be sent to the Level 1s and will be posted on the Portal.
- All core and non-core modules will be unavailable.
- Production will go down August 4, 2016 at 6:00 p.m.
- CAPPS will be unavailable on Friday, August 5, 2016 and will be back up at 8:00 a.m. on Monday, August 8, 2016.
- August 8, 2016 is the go-live date.

**7. CAPPS HR/Payroll Security Role Removal – Chelsa Vinklarek**

- During system test, a vulnerability was discovered on the CAPPS Job Data page.
- CPA is removing a security role impacting ten agency users.
- As a workaround, CAPPS Production support staff will perform any necessary actions on behalf of an agency utilizing the standard Letter of Authorization (LOA) process.
- This issue is expected to be resolved prior to go-live.

**8. Adjourn**