



Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
June 28, 2016
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-111

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 | Yes |
| Alison Williams | alison.williams@cpa.texas.gov | CPA – Governance and Training | Yes |
| Amy Ramos | amy.ramos@cpa.texas.gov | CPA – Payroll | No |
| Andrea Davis | andrea.davis@txcourts.gov | Supreme Court | Yes |
| Andrea Smith | andrea.smith@txcourts.gov | Accounting Specialist | 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 – Project Manager (PM) | 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 Wallace | charlotte.wallace@hhsc.state.tx.us | Health and Human Services Commission (HHSC) – Project Manager | No |
| Chelsa Vinklerek | chelsa.vinklerek@cpa.texas.gov | CPA - CPA Application Service Provider (ASP), 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 |
| Chris Happ | chris.happ@cpa.texas.gov | CPA – Operations Manager | No |

| First & Last Name | Email | Role/Position | Initial |
|---------------------|------------------------------------|--|---------|
| Christy Biermann | christy.biermann@cpa.texas.gov | CPA – HR/Payroll Team | No |
| Cynthia Rivera | cynthia.rivera@theccb.state.tx.us | Texas Higher Education Coordinating Board (THECB) – Voting Member | Yes |
| Daniel Ramirez | daniel.ramirez@cpa.texas.gov | CPA – Governance | Yes |
| Darryl Lindgens | darryl.lindgens@cpa.texas.gov | CPA | No |
| Dawn Heitman | dheitman@tsswcb.texas.gov | Texas State Soil and Water Conservation Board (TSSWCB), HR Coordinator | No |
| Dena Riede | dena.riede@hhsc.state.tx.us | HHSC | No |
| Don Land | don.land@cpa.texas.gov | CPA | No |
| Donna Clay | donna.clay@cpa.texas.gov | CPA – Innovation & Technology (IT) | No |
| Eduardo Marquis | eduardo.marquis@dir.texas.gov | Department of Information Resources (DIR) – Project Manager | No |
| Eduardo Plaza | eduardo.plaza@txdmv.gov | DMV | Phone |
| Elizabeth Garcia | elizabeth.garcia@txdmv.gov | DMV – Payroll & Leave Accounting | No |
| Glenna Bowman | gbowman@txcourts.gov | Office of Court Administration (OCA) – Chief Financial Officer (CFO) | No |
| Helen Sparks | helen.sparks@cpa.texas.gov | CPA – IT Software Development | No |
| Ivan Mazoch | ivan.mazoch@cpa.texas.gov | CPA – IT | No |
| Ivan Smith | ivan.smith@dir.texas.gov | DIR | No |
| Jake Wofford | jake.wofford@cpa.texas.gov | CPA | Yes |
| Jan Evans | jan.evans@txcourts.gov | Supreme Court – Voting Member | Phone |
| J.P. Wardle | j.p.wardle@hhsc.state.tx.us | HHSC – Contractor | No |
| Jennifer Mutschink | jennifer.mutschink@dir.texas.gov | DIR – Payroll Officer | No |
| Jennifer Pennington | jennifer.pennington@txdot.gov | Enterprise Resource Planning | Phone |
| Jennifer Williams | jennifer.williams@hhsc.state.tx.us | HHSC | No |

| First & Last Name | Email | Role/Position | Initial |
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| 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 | Phone |
| Kenneth Dusing | kenneth.dusing@txdmv.gov | DMV | No |
| Lance McMillan | lance.mcmillan@tceq.texas.gov | Texas Commission on Environmental Quality (TCEQ) | 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 |
| Mark Johannsen | mark.johannson@hhsc.state.tx.us | HHSC – IT Oversight | Phone |
| Mathew Richardson | mathew.richardson@tlc.texas.gov | Texas Legislative Council (TLC) | Yes |
| Matt Martinez | matt.martinez@cpa.texas.gov | CPA – HR/Payroll Team | 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 – Governance and Training | 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 |
| Rusty Charlton | russell.charlton@cpa.texas.gov | CPA – CAPPS Project Manager | No |
| 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 | Initial |
|----------------------|------------------------------------|---|---------|
| 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 – HR/Payroll Team | Yes |
| Stacey Hassin | stacey.hassin@cpa.texas.gov | CPA – HR/Payroll Production Team | No |
| Stacey McClure | stacey.mcclure@glo.texas.gov | General Land Office | Phone |
| Stephanie Freng | stephanie.freng@tlc.texas.gov | TLC | Yes |
| Stephen Keltgen | stephen.keltgen@dir.texas.gov | DIR PM | Yes |
| Sue Park | sue.park@txdot.gov | Texas Department of Transportation – Payroll Lead | No |
| Thomas Hollingsworth | thomas.hollingsworth@cpa.texas.gov | CPA-Application Services | Yes |
| 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 – Sona Holmstrom

• **Fiscal Management Staff Changes**

- Sona Holmstrom is taking on a new role as the CAPPS Deployments Supervisor, replacing Macy Douglas.
- Chelsa Vinklerek is moving to be the Statewide Systems Operations and Payroll Policy (SSOPP) Supervisor, replacing Sona Holmstrom.
- Stacey Mince is moving to the HR/Payroll Cross Functional Analyst position, replacing Chelsa Vinklerek.
- The Systems Analyst position vacated by Stacey will be posted.

• **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 are 113 *high* SRs in various stages of work.
 - There are 20 SRs in *transition* status; these SRs are being moved into the Accenture work stream.
- Trend Report
 - As deployment activities increased, more SRs were opened in June 2016.

- Not unusual to have an increase of SRs at this time of the year.
- s There is a need to modify a few things as agencies go through User Acceptance Testing (UAT) and System Testing.
- 52 were opened last month and 41 were closed.
- CAPPS HR/Payroll is trending around 90% completion rate of SRs opened versus closed.
- **HR/Payroll Governance Approved Enhancements**
User Group members were provided a report of all Governance Approved Enhancements.
 - The Governance Approved Enhancement report was generated on June 23, 2016.
 - Status changes from last month (May) are identified with an asterisk (*).
 - SR 142, 146 and 228 — are *pending migration* on June 24, 2016.
 - SR 224 — is back in *rework*. Some 508 compliance issues were uncovered during *system test*.
- **HR/Payroll Required Maintenance – Chelsa Vinklarek**
User Group members were provided with a list of Required Maintenance SRs.
 - Changes from last month (May) are identified with an asterisk (*) in the Status column.
 - SRs - *In Work*: 688, 690 through 711, 835, 841, 852, 890, 894, 917, 919, 925, 934, 935, 936, 949, 954, 970, 986
 - SR 971 – *In system test*.
 - All deployment code is in the UAT environment.
 - Notification was sent to CAPPS HR/Payroll Agency Level 1 Support Staff regarding UAT testing on Monday, June 27, 2016.
 - Production agencies can test normal transactions to ensure what flows into Production will not affect current agency processes.
 - If issues occur during UAT testing, enter the SR in the UAT ASP Solution Center instance.
 - If issues occur in Production, enter the issue in the ASP Solution Center Production instance.

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

- Deploying agencies: DIR, DMV, OCA, OSPA
 - CAPPS Talent Management is ready to deploy the Recruit and Learn functionality.
 - This project has been on track since January 2016.
 - The go-live date is June 30, 2016.
 - Oracle is working with CPA on cutover activities and resource allocation.
 - Some issues have been identified in UAT. CPA will share this information with the agencies in a day or two.
 - CPA continues to work on a statewide solution for Performance Management.

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

- Deploying agencies: CPA, DPS, THECB, TSLAC, Courts/Judicial Agencies
 - The go-live date is August 8, 2016.

- There are delays in system test execution and payroll reconciliation. No critical issues have been reported but CPA is extending the work effort for these two phases.
- CPA will work to finalize Payroll reconciliation system testing from July 6 – July 11, 2016.
- A final cutover dress rehearsal will take place July 8 – July 10, 2016.
- UAT testing continues and will end on July 22, 2016. There are 566 UAT scripts.
- Overall, the deploying agencies are 43 percent complete with scripts.
- CAPPS Production will be unavailable beginning Thursday, August 4, 2016 at 6:00 p.m. in anticipation of cutover.
- Conversion activities will continue through the weekend and online validation will be available on Sunday, August 7, 2016.
- Production agencies can choose to validate on Sunday, August 7, 2016.
- Production should be available again on Monday, August 8, 2016.

5. Adjourn