



**Centralized Accounting and Payroll/Personnel System (CAPPS)
 HR/Payroll User Group
 July 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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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 Vinklerek

• **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 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
 - There is an increase in the number of SRs being opened and closed due to Fiscal Year End, CAPPS FY16 Deployments and the Talent Management go-live.
 - For the month of July, there were 92 SRs opened and 41 closed.
 - CAPPS HR/Payroll is trending around 91 percent completion of SRs opened versus closed.

• **HR/Payroll Governance Approved Enhancements – Chelsa Vinklerek**

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

- The Governance Approved Enhancement report was generated on July 25, 2016.
- Status changes are identified with an asterisk (*) in the Status columns and bolded.
 - SR 136 – Is back in rework due to some issues identified during system test.
 - SR 142, 146 and 228 – Migrated to Production on June 23, 2016.
 - SR 224 and 222 – Anticipate migration to Production on August 11, 2016, after the HR/Payroll freeze.

- **HR/Payroll Required Maintenance – Chelsa Vinklarek**

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

- Changes from last month (June) are identified with an asterisk (*) in the Status column and bolded.
 - With the exception of SR 971 and 986, all SRs listed are in various stages of work.
 - SR 971 – Anticipating migration to Production on August 4, 2016.

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

- Deploying agencies: DIR, DMV, OCA, OSPA
 - CAPPS Recruiting and Learn successfully went live on June 30, 2016.
 - The automated interface for Work in Texas (WIT) applicants is working.
 - There are multiple job postings in CAPPS Recruiting and WIT. Some of these postings have closed.
 - Agencies are able to review applicant information.
 - No job offers have been extended yet.
 - CAPPS Learn is fairly decentralized. Each state agency can set up their own customized version.
 - The planning process for Recruiting and Learn has started for the FY16 agencies soon to Go-Live.
 - The Oracle Fusion product for Performance Management is not a good fit for the State of Texas.
 - 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 for 26 agencies.
 - Pre-cutover activities are under way and beginning August 4, there will be an increase of activity until Monday, August 8.
 - There are still a few remaining scripts with defects. UAT defect resolution is expected to be completed today (Tuesday, July 26, 2016).
 - CPA is identifying all code changes ready to migrate into Production on Thursday, July 28, 2016, in preparation for Go-Live.
 - All cutover dress rehearsals have been successful.
 - CAPPS HR/Payroll Production environments will be unavailable Thursday, August 4 at 5:00 p.m. until 8:00 a.m., Monday, August 8, 2016.

- Key agency personnel should be able to log into the system Sunday morning, August 7, to do validation.

5. CAPPS Project Update: Business Intelligence Upgrade – Suresh Sundararajan

- The CAPPS Business Intelligence Upgrade is behind schedule due to challenges encountered when trying to obtain necessary hardware.
- Accenture is working collaboratively with CPA on integrated security and a security model.
- The BI Team is working with the CAPPS Security Team on a multi-tenant department tree security implementation and translating that into Business Objects security roles and permissions.

6. Communication to the new FY 17 Agencies – April Shapley

- The new FY17 CAPPS agencies are being notified of their scheduled deployment and will begin joining the Governance process after the FY16 deployment.
- Agency Scoping/Questionnaires have been sent to the new agencies to begin obtaining information prior to September 1, 2016.
- New agencies will be joining CAPPS User Groups. Current Voting Members will continue to represent their agencies and may represent additional agencies after go-live.

7. Adjourn