

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
January 31, 2017
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	Yes
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	Yes
Amanda Seagren	mandi.seagren@txcourts.gov	Office of Court Administration (OCA)	Yes
Amy Ramos	amy.ramos@cpa.texas.gov	CPA – Payroll	Yes
Andrea Smith	andrea.smith@cpa.texas.gov	CPA – CAPPS HR/Payroll Production Support Lead	Yes
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator; Facilitator	Yes
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	Phone
Chelsa Vinklerek	chelsa.vinklerek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group (UG) Chair and Voting Member	Yes
Cynthia Rivera	cynthia.rivera@theeb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	Yes
Don Land	don.land@cpa.texas.gov	CPA	Yes
Donna Clay	donna.clay@cpa.texas.gov	CPA – Innovation & Technology (IT)	Yes
Eduardo Plaza	eduardo.plaza@txdmv.gov	Department of Motor Vehicles (DMV)	Yes
Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	Yes
Jennifer Noack	jennifer@tsbep.state.tx.us	Texas State Board of Examiners of Psychologists (TSBEP)	Phone
Jennifer Pennington	jennifer.pennington@txdot.gov	Texas Department of Transportation (TxDOT)	Phone
JoAnn Walker	jo.walker@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Yes
Leonard Higgins	leonard.higgins@cpa.texas.gov>	CPA	Yes

First & Last Name	Email	Role/Position	Attended?
Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	Phone
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	Yes
Monica Ferrell	monica.ferrel@rrc.texas.gov	Texas Railroad Commission (RRC)	Yes
Nancy Simmons	nancy.simmons@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Norma Cortez	norma.cortez@dps.texas.gov	Department of Public Safety (DPS) – HR Director, Voting Member	Phone
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	Yes
Reggie Pegues	reginold.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting	Phone
Richard Kral	richard.kral@cpa.texas.gov	CPA	Yes
Richard Weeks	richard.weeks@cpa.texas.gov	CPA	Yes
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	Yes
Sergio Rey	sergio.rey@txdmv.gov	DMV	Phone
Stacey Mince	stacey.mince@cpa.texas.gov	CPA	Yes
Stephanie Freng	stephanie.freng@tlc.texas.gov	Texas Legislative Council (TLC)	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA	Yes
Thomas Hollingsworth	thomas.hollingsworth@cpa.texas.gov	CPA – Application Services	Yes
Tunde Kelemen	tunde.kelemen@hhsc.state.tx.us	HHSC – Voting Member	Yes
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	Yes
Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	Phone

- I. Welcome (April Shapley)
 - Roll call for phone participants.

- Quorum confirmed.

II. CAPPS Production Update (Chelsa Vinklerek)

- There is a corrected W-2 form for employees at CAPPS Central agencies (not Hubs).
 - Employees can access the corrected W-2 through CAPPS.
- SR Summary Documentation
 - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
 - This month's report includes November and December data.
 - There were 321 active SRs and 138 were high.
 - Currently, there are no critical SRs.
- SR Trend Report
 - For the month of November, there were 257 SRs opened and 269 closed.
 - For the month of December, there were 337 SRs opened and 367 closed.
- Governance Approved Enhancements
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 136 and SR 224 – moved to *Completed* and migrated to Production on November 17, 2016.
 - SR 1354 – moved to *PS Case*; dependent upon the PeopleSoft image upgrade.
- Required Maintenance SRs
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 841 – moved to *Complete*.
 - SR 957 – moved to *Complete*.
 - SR 1671 – moved to *Complete*.
 - SR 1720 – moved to *Complete*.
 - SR 1999 – moved to *Complete*.
 - SR 1162 – moved to *Complete*.
 - SR 1163 – moved to *Complete*.
 - SR 1536 – moved to *Complete*.
 - SR 2183 – moved to *Complete*.
 - SR 2184 – moved to *Complete*.
- HR/Payroll FY17 Required Maintenance (Stacey Minces)
 - User Group members were provided with a list of Required Maintenance (Deploy17) SRs. All relate to the Recruit application.
 - No updates this month.

III. Disaster Recovery Failover Test Update (Steve Schiurring)

- The Disaster Recovery (DR) test occurred in November 2016.
- The report findings were positive. There were two main metrics:
 - Recovery point objective: amount of data lost.
 - Maximum 24 hours (a day's worth of input).
 - Result: no data was lost during the test.
 - Recover time objective: amount of time to restore service.
 - Must bring system back up within 72 hours.

- Result: system was back up within 20 hours.
 - The DR test will be performed annually. The scope may be increased to include reporting and agency involvement to test access. Planning for the next DR test will begin in the summer of 2017.
- IV. PeopleTools (PT) 8.55 Upgrade/Code Freeze (Steve Schiurring)
- CAPPS is upgrading to PT version 8.55.11.
 - There will be new query functionality. The Release Notes will provide more details.
 - An issue discovered was discovered relating to environments using load balancing in the CAPPS Manager Self-Service function.
 - The CAPPS Deployment Team reported the issue to Oracle, and Oracle confirmed it is a bug. The fix is included in PT version 8.55.12; however, the CAPPS Support Team is not migrating to that version at this time because everything would have to be retested.
 - Test scripts were sent out in late January. The UAT scripts are different from the ones agencies received in the testing database last year.
 - UAT begins February 1 and will run through March 14, 2017. A communication announcing the new dates and including the test scripts and release notes will be sent to the agencies today.
 - The new go-live date is March 20, 2017.
 - Sandbox (SBX) will continue to be used for UAT testing of Production fixes. After go-live, agencies will go back to using the UAT environment for UAT testing.
 - It is very important for testers to clear out their browser cache before and after UAT testing. After go-live, this will no longer need to be done.
 - Passwords were copied from Production on November 18, 2016. For password reset issues, users can use the “Forgot my Password” function or email ProjectONE security and request a UAT password reset.
 - UAT data was refreshed from Production on November 18, 2016. The CAPPS Deployment team will begin batch processing February 3, 2017.
 - CAPPS HR/Payroll and Financials agencies will be conducting UAT at same time. The RPT2 (Reporting) test environment will be available for testing and will be available on the Portal.
- V. Upcoming Vote: SRs Submitted to Governance (Stacey Mince)
- There are eight HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
 - SR 3188 – enhancement to identify candidate job submissions coming to CAPPS Recruit from WorkInTexas.
 - SR 3189 – enhancement to allow multiple job codes and associated salary admin plan/grades on a requisition. Job code will be indicated on a job offer.
 - SR 3190 – enhancement to change the travel percentage required on job postings.
 - SR 3191 – enhancement to adjust the Candidate Selection Workflow (CSW) configuration to add additional statuses in the HR Screen and Hiring Manager (HM) Screen to facilitate the agencies tracking multiple screening levels.
 - SR 3192 – enhancement to communicate job requisition cancellation to candidate.

- SR 3193 – enhancement to create an editable message template that can be used by agencies to notify applicants of upcoming screening or testing relating to a job requisition for which they are in consideration.
- SR 3194 – enhancement to create an editable message template that can be used by agencies to notify applicants that they may be considered for future positions if they were not selected for the current requisition.
- SR 3195 – request for agencies to view only the completed job submissions, and not see job submissions that are not complete.

VI. CAPPS Project Update: HR/Payroll FY 17 Deployment (Rusty Charlton)

- Deploying agencies: TDI, OIEC, RRC, TSBEF, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.
- The go-live is on track for July 10, 2017.
- The image upgrade initial testing is approximately two-thirds complete and is going well.
- Upcoming key activities include Conference Room Pilot (CRP) sessions, security reviews and the Mock 3 conversion.
- The CAPPS Deployment Team is nearly complete with the report analysis, which includes statewide and some agency-specific reports.
- Configuration activities are nearly complete, although some configurations will continue through go-live.
- The CAPPS Deployment Team completed the second of four data conversions. The Mock 2 conversion went well. The Team is working on some fixes which will be rolled into the Mock 3 conversion.
- Phase 1 of System Test has begun and the main focus in this phase is the image upgrade. The new enhancements and customizations will be the focus in later testing phases. The Team is finding very few issues.
- UAT planning begins soon. The agencies (including existing Production agencies) will be asked to do extensive testing due to the image upgrade.

VII. CAPPS Project Update: Recruit FY 17 Deployment (Rusty Charlton)

- Deploying agencies: DPS, CPA, TSLAC, THECB and 19 Courts and Judicial Agencies.
- The go-live date is at risk.
 - In Discovery, more Phase 2 gaps were identified than anticipated. As a result, more work effort is required.
- Due to the additional work required on Phase 2 Gap Analysis, the configuration activities are delayed.
- Build activities have not started; User Group approval is needed to work on the gaps.

VIII. CAPPS Project Update: Learn FY 17 Deployment (Rusty Charlton)

- Deploying agencies: CPA, 19 Courts and Judicial Agencies.
- On track for go-live on June 14, 2017.
- Go-live will likely occur in the middle of June, 2017.
- The CAPPS Deployment Team is working on the project plan.
- A deployment dashboard will be presented at the next UG meeting.

- IX. CAPPs Project Update: Performance Management FY 17 Deployment (Rusty Charlton)
- Deploying agencies: DMV, OCA, OSPA, CPA, DPS, THECB, TSLAC, Courts/Judicial Agencies, OIEC, TDI, RRC, TSBEP, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.
 - Planning activities have taken longer than anticipated due to the large scope of this project.
 - The current plan is to deploy the 30 current and 13 deploying agencies on Performance Management.
 - The CAPPs Deployment Team has analyzed the code provided by TxDOT and selected some of those customizations believed to be worthwhile for a statewide effort.
 - The Team is also analyzing ProjectONE/HHS enhancements to possibly retrofit into the baseline for Performance Management.
 - The CAPPs Deployment Team will begin engaging the agencies in the next few weeks.
 - Go-live is currently planned for December 4, 2017.
 - More specific information will be provided at the next UG.