

**Centralized Accounting and Payroll/Personnel System (CAPPS)**  
**HR/Payroll User Group**  
**February 28, 2017**  
**9:00 a.m. – 11:00 a.m.**  
**Travis Building – Room 1-100**

**Meeting Minutes**

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attended?</b>
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA) – CAPPS Governance and Change Enablement	Yes
Amanda Seagren	mandi.seagren@txcourts.gov	Office of Court Administration (OCA)	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 Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group (UG) Chair and Voting Member	Yes
Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	Phone
Eduardo Plaza	eduardo.plaza@txdmv.gov	Department of Motor Vehicles (DMV)	Yes
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)	Phone
Mathew Richardson	mathew.richardson@tlc.texas.gov	Texas Legislative Council (TLC) – Legislative Official/Administrator	Yes
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	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
Reggie Pegues	reginold.pegues@dir.texas.gov	Department of Information Resources (DIR) – Director of Accounting	Phone
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	Yes
Sergio Rey	sergio.rey@txdmv.gov	DMV	Phone

First & Last Name	Email	Role/Position	Attended?
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPs Deployments Supervisor	Yes
Stephanie Freng	stephanie.freng@tlc.texas.gov	TLC	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA	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
  - SR Summary Documentation (Chelsa Vinklarek)
    - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
      - There were 363 active SRs and 149 were high.
      - Currently, there are no critical SRs.
  - SR Trend Report (Chelsa Vinklarek)
    - There were 226 SRs opened and 232 SRs were closed.
  - HR/Payroll Governance Approved Enhancements (Chelsa Vinklarek)
    - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
      - No updates this month.
  - HR/Payroll Required Maintenance (Stacey Minces)
    - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
      - No updates this month.
  
- III. PeopleTools (PT) 8.55 Upgrade (Steve Schiurring)
  - The new go-live date for the PT upgrade is March 20, 2017.
  - The PT upgrade was delayed due to an HR/Payroll issue 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.
    - Oracle provided a patch for CAPPs. The issue is now resolved.
  - User Acceptance Testing (UAT) ends March 14, 2017. Agencies are strongly encouraged to login to UAT and go through normal business processes, including running commonly-used reports, to ensure everything works properly.

- Passwords in UAT were copied from Production on November 18, 2016. If a user does not remember their password, use the forgotten password feature or email [projectone.security@cpa.texas.gov](mailto:projectone.security@cpa.texas.gov) and have them reset the password in UAT. Note that the password is for the UAT environment; otherwise, the Security Team will assume it is for the Production environment.
- Data in UAT was refreshed from Production on November 18, 2016. There is a new reporting environment called RPT2 where all the agency public and private queries from RPT1 were copied to as of December 1, 2016.
  - Testers should run commonly-used queries and reports to ensure they work properly.
  - Agencies need to create a ticket for issues discovered in UAT. In ASP, select Acceptance Testing as the environment and add PeopleTools to the short description.
- CAPPS will be unavailable the weekend of the PT upgrade beginning at close of business on Friday, March 17 through Monday, March 20, 2017 at 8:00 a.m.
- Sandbox (SBX) will continue to be used as the CAPPS UAT environment for current Production issues until the PT go-live.
- Hubs will receive their package including the PT upgrade approximately three weeks after go-live.

IV. Production Update: SPRS Output for CAPPS Agencies (Stacey Minces)

- The CAPPS Support Team is working to decommission some of the reports in the mainframe system and run them out of CAPPS.
  - The first report is *Employees Not Paid Within Last 60 Days*.
    - This report is currently in SPRS and runs the 20th of each month, pulling data for the prior two months.
    - The last report was run on February 20, 2017. A report will not be run in SPRS on March 20; February 20 was the last run.
      - This info is now available in CAPPS. The navigation for the *Employees Not Paid Within Last 60 Days* report is Main Menu>Payroll for North America>Payroll Processing USA>Pay Period Reports>TX Employees Not Paid.
      - Agencies can also access the *TX\_PY\_AGY\_EMP\_NOT\_PD* query in Query Viewer.

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

- Deploying agencies: TDI, OIEC, RRC, TSBEP, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.
- On track for go-live on July 10, 2017.
  - Production agencies will see new code changes on June 26, 2017.
- Conference Room Pilot (CRP) sessions have been scheduled with agencies.
- The third mock conversion finished with excellent results. The CAPPS Deployment Team is prepping for the mock 4 conversion now.
- System Test Phase I is complete; System Test Phase II is in progress and is going well.
- The CAPPS Deployment Team is currently prepping for payroll reconciliation and creating the UAT Test Plan. As the image upgrade draws near, the Team will ask Production agencies to perform a range of UAT testing. Details will be provided in the April-June 2017 timeframe.

- VI. CAPPS Project Update: Recruit FY 17 Deployment (Rusty Charlton)
- Deploying agencies: DPS, CPA, TSLAC, THECB, 19 Courts and Judicial Agencies.
  - As mentioned in the last UG meeting, more gaps were identified than anticipated; requiring more customizations. The CAPPS Deployment Team will include the majority of the customizations in this deployment.
  - The go-live date has been moved to July. This will allow the Team to sync up with the CAPPS HR/Payroll FY17 Deployment UAT testing effort.
  - On June 26-30, 2017, the Team will conduct cutover activities with the agencies.
  - The Team is currently working with the Texas Workforce Commission (TWC) and WorkInTexas staff to automate job requisitions.
  - The Team is working with the agencies on their CRPs. This is on track and going well.
- VII. 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.
  - Each agency is responsible for their own LearnCenter and the CAPPS Deployment Team will work with each agency to set this up.
    - Setting up a LearnCenter includes courses and instructor-led training.
    - The Team will help each agency build their LearnCenter in a staging environment.
  - Agencies will later build their LearnCenter in the Production environment.
- VIII. CAPPS Project Update: Performance Management FY 17 Deployment (Rusty Charlton)
- Deploying agencies: DMV, DIR, OCA, OSPA, CPA, DPS, THECB, TSLAC, Courts/Judicial Agencies, OIEC, TDI, RRC, TSBEP, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.
  - By early December 2017, all of the current 30 agencies in CAPPS HR/Payroll and 13 agencies currently deploying will be on CAPPS Performance Management.
  - Beginning today, the CAPPS Deployment Team is working to create a FastTrack (i.e., short form) template for performance evaluations.
    - The targeted completion for this effort is April.
  - The Team is also working with the DIR to create a template for full performance evaluations.
    - The targeted completion for this effort is July.
  - The goal is to have both templates available when the 46 agencies deploy Performance Management.
  - The Team is evaluating agency questionnaire responses to aid in planning efforts.
  - The Kick-off is scheduled to occur in April.