

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
March 23, 2017
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attended?
Addai Williams	addai.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA)	Yes
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	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
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group Chair and Voting Member	Yes
Eduardo Plaza	eduardo.plaza@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD) – Project Manager	Yes
Ivan Smith	ivan.smith@dir.texas.gov	Department of Insurance (DIR)	Phone
Jenell Paul	jenell.paul@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Phone
Jennifer Pennington	jennifer.pennington@txdot.gov	Texas Department of Transportation (TxDOT) – Enterprise Resource Planning	Phone
Jessica Perez	jessica.perez@military.texas.gov	Texas Military Department (TMD)	Phone
JoAnn Walker	jo.walker@hhsc.state.tx.us	HHSC	Phone
Kimberly Moore	kimberly.moore@tmb.state.tx.us	Texas Medical Board (TMB)	Phone
Mandi Seagren	mandi.seagren@txcourts.gov	Office of Court Administration (OCA)	Yes
Maria Moreno	maria.moreno@tmb.state.tx.us	TMB	Phone
Mark Johannson	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	Phone
Matthew Richardson	matthew.richardson@tlc.texas.gov	Texas Legislative Council (TLC)	Yes
Monica Ferrell	monica.ferrel@rrc.texas.gov	Texas Railroad Commission (RRC)	Yes

First & Last Name	Email	Role/Position	Attended?
Norma Cortez	norma.cortez@dps.texas.gov	Department of Public Safety (DPS) – HR Director, Voting Member	Phone
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPS Deployments Supervisor	Yes
Stephanie Freng	stephanie.freng@tlc.texas.gov	TLC	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA	Yes
Tunde Kelemen	tunde.kelemen@hhsc.state.tx.us	HHSC – Voting Member	Phone
Valerie Luna	valerie.luna@txdmv.gov	Texas Department of Motor Vehicles (DMV) – Voting Member	Phone
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	Yes
Yvette Rendon	yvette.rendon@txdmv.gov	DMV	Phone

I. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.

II. Production Update: HR/Payroll Support Requests (SRs) (Chelsa Vinklarek)

- SR Summary Documentation
 - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
 - There were 367 active SRs and 140 were considered high.
- SR Trend Report
 - For the reporting period, there were 225 SRs opened and 228 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 1354 – SR for Recruit to enable notification for expired posting. On hold awaiting Oracle upgrade to 15B.
 - Several SRs that have been recently approved through Steering Committee will be added to next month’s report.
- Required Maintenance
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 950 – moved to *In Work*.
 - This SR is an enhancement to correct the Negative Comp Balance error. The CAPPS Support Team has been working with Oracle and now has a resolution.

- This ticket is considered critical to complete because this ticket encompasses over 5K objects, much larger than most tickets.
- This issue does not directly affect payroll but because it impacts Comp Time balances, it could affect leave status and inadvertently put an employee in Leave Without Pay (LWOP) status.
- The expected migration date to Production is April 27, 2017.

III. Production Update: PeopleTools 8.55 Upgrade (Steve Schiurring)

- The PeopleTools 8.55 upgrade was originally scheduled to go-live on March 20, 2017; however, this date has been indefinitely extended due to unexpected issues identified in Portal.
 - Testing on Sunday uncovered significant problems – some that required changes or a reboot of the system. One out of five logins resulted in a blank home page.
 - The CAPPS Deployment Team was unable to identify a solution so the upgrade was rolled back.
 - The rollback undid everything that had been done over the weekend including upgrading the Oracle database and Portal to PeopleTools 8.55 for both HR/Payroll and Financials.
 - Production environments were available by March 20 at 8:00 a.m.; however, the Maintenance (MNT) and Reporting (RPT) environments experienced some issues and those environments took longer to restore. They were unavailable the morning of March 20, 2017.
 - A new go-live date is still TBD but the Deployment Team hopes to have the new schedule finalized by end of today.
 - The Team is still evaluating how this will impact other deployments.
 - The Sandbox (SBX) environment will continue to be used for User Acceptance Test (UAT) for Production.
 - UAT for the image upgrade is scheduled to begin in April for HR/Payroll.
 - The Reporting Test environment (RPT2) will be used for image upgrade testing.
 - Hub agencies will still receive their release package three weeks after the Central agencies go-live.
- 508 Compliance testing was completed for the PeopleTools 8.55 upgrade.
 - Several defects were resolved.
 - Fifteen defects will be retested. Oracle provided fixes for those defects as part of the image upgrade.
 - Outstanding defects include a problem with custom SQR reports.
 - Nine defects are being worked currently by the project team.
 - Three defects are being referred to Oracle because they require a change in the system baseline.
 - Four additional defects will be corrected in the image upgrade for next Fiscal Year.
 - Details on the outstanding defects will be provided to Hubs.
 - An Accessibility Waiver has been granted for the outstanding defects.
- The CAPPS Team will provide updates and additional information as it becomes available.

- IV. Project Update: HR/Payroll FY17 Deployment (Addai Williams)**
- 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.
 - Key activities for the next 30 days include:
 - Mock 4 Conversion testing – currently 69% complete.
 - Payroll Parallel testing.
 - Conference Room Pilot (CRP) sessions with agencies.
 - System Test Phase 2 in progress – currently 60% complete.
 - Payroll Reconciliation testing is in progress – currently at 11% complete.
 - Cutover planning process has started. There are currently no known impacts from the PeopleTools issue.
- V. Project Update: CAPPS Recruit FY17 Deployment (Addai Williams)**
- Deploying agencies: DPS, CPA, TSLAC, THECB, 19 Courts and Judicial Agencies.
 - On track for go-live on June 30, 2017.
 - WorkinTexas.com (WIT) Requisition enhancement is in testing and is going well so far.
 - Key activities in the next 30 days will include:
 - Complete Technical Design Documents (TDDs).
 - Complete configuration activities in Stage.
 - Complete CRP sessions.
 - Conduct Change Enablement Program Kickoff with agencies.
 - Training materials are nearly completed. Training schedules should be sent out soon.
- VI. Project Update: CAPPS Learn FY17 Deployment (Addai Williams)**
- Deploying agencies: CPA, 19 Courts and Judicial Agencies.
 - Go-live is on track for June 14, 2017.
 - Key activities in the next 30 days include:
 - Complete Design and Build with the agencies.
 - Schedule Production configuration sessions.
 - Training materials for administrators are being developed – those should be available month.
 - Gap analysis with agencies is in progress.
- VII. Project Update: CAPPS Performance Management FY17 Deployment (Addai Williams)**
- 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.
 - Not all project metrics are on track (green).
 - Resources is considered yellow but it is improving – key resource constraints are being resolved and this is expected to be on track by the next UG meeting.
 - The project will be deployed in three releases.
 - This is a piloted approach within the same timeline.
 - Release 1 (CPA): go-live planned for April 10, 2017.
 - Release 2 (DIR): go-live planned for July 24, 2017.
 - Release 3 (all other agencies): go-live planned for December 11, 2017.

- This approach will provide a better understanding for remaining deploying agencies in December.
- The CAPPS Deployment Team is working to re-baseline the project plan with these date changes for the pilot agencies.
- The Project kickoff will occur in late April or early May for remaining agencies.
- The CAPPS Deployment Team is making progress on Functional Design Documents (FDDs) and code migrations – Release 1 pilot portion is currently at 40% complete.