

**Centralized Accounting and Payroll/Personnel System (CAPPS)**  
**HR/Payroll User Group**  
**April 25, 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>
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	Phone
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (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 Vinklerek	chelsa.vinklerek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group Chair and Voting Member	Yes
Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	Phone
Donna Clay	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	Yes
Eduardo Plaza	eduardo.plaza@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD) – Project Manager	Yes
Jennifer Pennington	jennifer.pennington@txdot.gov	Texas Department of Transportation (TxDOT) – Enterprise Resource Planning	Phone
JoAnn Walker	jo.walker@hhsc.state.tx.us	Health and Human Services Commission (HHSC)	Phone
Kevin Todd	kevin.todd@tpwd.texas.gov	TPWD	Yes
Ly Griffin	ly.griffin@cpa.texas.gov	CPA	Yes
Mandi Seagren	mandi.seagren@txcourts.gov	Office of Court Administration (OCA)	Yes
Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	Phone

First & Last Name	Email	Role/Position	Attended?
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	Yes
Matthew Richardson	matthew.richardson@tlc.texas.gov	Texas Legislative Council (TLC)	Yes
Norma Cortez	norma.cortez@dps.texas.gov	Department of Public Safety (DPS) – HR Director, Voting Member	Phone
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	Yes
Sergio Rey	sergio.rey@txdmv.gov	Department of Motor Vehicles (DMV)	Phone
Sonya Lewis	sonya.lewis@hhsc.state.tx.gov	Health and Human Services Commission (HHSC)	Phone
Stacey Mincez	stacey.mincez@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	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 – Project Manager	Yes
Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	Phone
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	Yes

I. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.

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

- SR Summary Documentation (Chelsa Vinklarek)
  - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
  - There were 406 active SRs and 158 were considered high.
  - There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
  - For the reporting period, there were 264 SRs opened and 203 closed.
- Governance Approved Enhancements (Chelsa Venklarek)
  - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
    - SR 3189 – moved to *System Test*.
    - SR 3188 – moved to *In Work*.
    - SR 3195 – moved to *System Test*.
    - SR 3192 – moved to *System Test*.

- SR 3194 – moved to *System Test*.
  - SR 3193 – moved to *System Test*.
  - SR 3190 – moved to *System Test*.
  - SR 3191 – moved to *System Test*.
  - Required Maintenance (Stacey Mincec)
    - 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 *Acceptance Test* and is expected to migrate to Production on April 27, 2017.
      - The remaining SRs on the list with an updated status are new and the majority are for Recruit reporting: SR 3903, 3902, 3901, 3896, 3898, 3900, 3899 and 3892.
- III. PeopleTools 8.55 Upgrade Update (Steve Schiurring)
- The CAPPs Support Team successfully upgraded CAPPs Financials, HR/Payroll and Portal to PeopleTools 8.55.11 on April 10, 2017.
  - Hub agencies will receive this upgrade in the release package on May 5, 2017.
  - The schedule was adjusted to allow an earlier start for testing. The result was that the timeline ran ahead of schedule for cutover weekend.
  - Helpful instructions are posted on the CAPPs Portal for users.
- IV. Transmitting Multiple Documents to SPRs (Stacey Mincec)
- User Group members were provided with a job aid titled CAPPs HR Payroll Desk Aid *Transmitting Multiple Payroll Documents*.
  - At the end of the payroll checklist, one of the final steps is to release for SPRs outbound.
    - If a second document is needed after running the SPRs outbound, then the first document becomes *unreleased* and only the second document is included in the files.
  - This desk aid shows teaches users to include all documents created that day to ensure each is released for SPRs processing.
- V. Upcoming Vote: SRs Submitted to Governance (Stacey Mincec)
- There are fifteen HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
    - SR 929 – this enhancement would exclude denied time in TX\_TL\_AGY\_CWR\_REPORTED\_TIME.
      - The CAPPs Support Team recommends rejecting this SR. Other agencies may need the information being removed.
    - SR 931 – this enhancement would modify the TX\_TL\_AGY\_EXP\_COMP\_BAL\_BY\_AGY query to show expiration dates for compensatory times the employee has not yet used.
    - SR 1111 – enhancement to modify the current State Matching Contribution Report to include the Appropriations Year (AY) column.
    - SR 1568 – enhancement to add a column to the Employee Monthly Time and Leave Report to include the Administrative Leave balance.
    - SR 1842 – enhancement to modify public query TX\_TL\_NA\_ACTIVE\_EMPL to include the Dept ID field.

- SR 2235 – enhancement to add employee name and workgroup type to TX\_TL\_REPORTED\_TIME\_ALL.
- SR 2705 – enhancement to remove the Manager level field in the Active Employee Listing report.
- SR 2741 – enhancement to add the RUNDTTM field from the TX\_EMAIL\_ERRORS table to the TX\_HR\_AGY\_EMAIL\_ERRORS report.
- SR 3076 – enhancement to modify current merit queries to include both active and inactive employees.
- SR 3277 – enhancement to create a new query to show all potential retirees based on an 'as of' date.
- SR 3382 – enhancement to add five additional fields to TX\_HR\_AGY\_ACTV\_EMPL query including fields used by law enforcement employees (e.g. hazardous duty, badge type, etc.)
- SR 3383 – enhancement to add additional fields used by law enforcement to the TX\_HR\_AGY\_NEW\_HIRES\_TRNSFRS query.
- SR 3384 – enhancement to add additional fields used by law enforcement to the TX\_HR\_AGY\_TERMS query.
- SR 3388 – enhancement to add Dept Number and Description to the TX\_TL\_NA\_NEW\_SUPERVISOR query.
- SR 3392 – enhancement to add Department ID Number and Department Description to the TX\_TL\_NA\_ACTIVE\_EMPL query.

VI. Project Update: HR/Payroll FY17 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.
  - Deploying agencies will get credentials at go-live.
- UAT for deploying agencies is underway and Production agency UAT will begin next week.
- There will be two upcoming dress rehearsals: one for the image upgrade (Production agencies) and one for the FY17 deployment.

VII. Project Update: CAPPs Recruit FY17 Deployment (Rusty Charlton)

- Deploying agencies: DPS, CPA, TSLAC, THECB, 19 Courts and Judicial Agencies.
- On track for go-live on June 30, 2017.
- The CAPPs Deployment Team continues to work on the WorkInTexas (WIT) interface with a goal of completing WIT testing prior to new agencies onboarding.
- UAT is scheduled to occur at Southcliff next week.

VIII. Project Update: CAPPs Learn FY17 Deployment (Rusty Charlton)

- Deploying agencies: CPA, 19 Courts and Judicial Agencies.
- On track for go-live on June 30, 2017.
- Most of the go-live tasks are performed by the deploying agency.
- CPA is building activities in a stage environment and building courses in Production.

IX. Project Update: CAPPS Performance Management FY17 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.
- Performance Management is being deployed in three releases.
  - Release 1 (CPA): expected go-live date is TBD.
    - The Release 1 deployment is currently at risk due to unexpected defects that were uncovered.
    - The defects were smoke tested and UAT is expected to resume with CPA this afternoon.
    - No impacted is expected to Release 2 or 3.
  - Release 2 (DIR): expected go-live is July 24, 2017.
  - Release 3: all other agencies being deployed with an expected go-live on December 11, 2017.