Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
May 18, 2017
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-111

Meeting Minutes

First & Last Name	Email	Role/Position	Attended?
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 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@thecb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	Phone
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
Kevin Todd	kevin.todd@tpwd.texas.gov	TPWD	Yes
Ly Griffin	ly.griffin@cpa.texas.gov	CPA	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 Minces	stacey.minces@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	Yes
Stephanie Freng	stephanie.freng@tlc.texas.gov	TLC	Yes

First & Last Name	Email	Role/Position	Attended?
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes
Thomas Hollingsworth	thomas.hollingsworth@cpa.texas.gov	CPA – Application Services	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)
  - o User Group members were provided with a summary of all active SRs on the HR/Payroll system.
  - o There were 392 active SRs and 146 were considered high.
  - o There are currently no critical SRs.
- SR Trend Report (Chelsa Vinklarek)
  - o For the reporting period, there were 184 SRs opened and 215 closed.
  - o This appears to be trending low but this is a reflection of a three week reporting period due to the meeting schedule. However, these numbers would be on track for a four-week month.
- Governance Approved Enhancements (Chelsa Venklarek)
  - o A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 3189 – moved to *Acceptance Test*.
    - SR 1354 – moved to *Acceptance Test*.
    - SR 3195 – moved to *Acceptance Test*.
    - SR 3192 – moved to *Acceptance Test*.
    - SR 3194 – moved to *Acceptance Test*.
    - SR 3193 – moved to *Acceptance Test*.
    - SR 3190 – moved to *Acceptance Test*.
    - SR 3191 – moved to *Acceptance Test*.
- Required Maintenance (Stacey Minces)
  - o 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 was migrated but an issue was discovered and a fix was implemented. When Time Admin ran in May, the issue was still occurring so a temporary fix is being implemented while a permanent fix can be identified.
      - □ An application engine will run after the Time Admin at approximately 12:00 a.m. (midnight). This engine will identify employees with a negative Comp Time balance.
      - □ The application engine will clear the condition and rerun the Time Admin for those affected employees so that no end-users will see a negative balance.

- SR 1052 – moved to *System Test*.
- SR 1544 – moved to *In Work*.
- SR 3203 – moved to *Acceptance Test*.
- SR 3204 – moved to *Acceptance Test*.
- SR 3205 – moved to *Acceptance Test*.
- SR 3206 – moved to *Acceptance Test*.
- SR 3207 – moved to *Acceptance Test*.
- SR 3895 – moved to *Acceptance Test*.
- SR 3901 – moved to *Acceptance Test*.
- SR 3896 – moved to *Acceptance Test*.
- SR 3898 – moved to *Acceptance Test*.
- SR 3900 – moved to *Acceptance Test*.
- SR 3899 – moved to *Acceptance Test*.
- SR 3892 – moved to *Acceptance Test*.
- SR 4174 – moved to *New*. This SR addresses issues related to accurate time calculations for overtime and comp time during holiday weeks.
  - Configuration changes were related to role changes that did not take into account regular hours worked during holiday weeks.
  - Configurations should move to User Acceptance Test (UAT) by May 22 so agencies can test the fix. June 2 is the deadline for testing and reporting any issues.
  - The CAPPS Support Team expects this SR to migrate the weekend of the image upgrade and be live on June 26, 2017.

III. Upcoming Vote: SRs Submitted to Governance (Stacey Minces)
- There are five SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
  - SR 332 – enhancement to existing SR (SR 294) related to Driver's License queries.
  - SR 2374 – existing CPA query for Time Administration that is being created as a public query.
  - SR 2751 – modification of Comp Time Expiration report to include expiration hours and dates for holiday comp time.
  - SR 2497 and SR 3023 – both SRs are requests for queries in Query Manager to be created for Super users who do not have access to Query Manager but need access to certain report information.

IV. 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.
  - Completed first dress rehearsal to mimic June 26 weekend activities.
  - Second dress rehearsal this weekend will mimic activities for July 10 weekend.
- System Test is expected to be completed in a few weeks.
- User Acceptance Test (UAT) is in Week 3 for deploying agencies.
- UAT for Production agencies has started.

     o   An email was sent last week with suggested scripts for high-level testing.

V.   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.
- Ongoing activity for WorkinTexas.com (WIT) enhancement with Texas Workforce Commission (TWC) is going well.
- UAT has started.
- Discussions with agencies for the cutover plan have started.
  - Some agencies with legacy systems may choose to leave candidates in that system until the requisition process is completed in that system.
  - Some agencies may choose to close all job requisitions in the legacy system before June 30 and transition to Recruit.
  - Agencies without a legacy system can begin using Recruit at go-live.

VI.   Project Update: CAPPS Learn FY17 Deployment (Rusty Charlton)
- Deploying agencies: CPA, 19 Courts and Judicial Agencies.
- Go-live is scheduled for June 30, 2017 but the schedule is at risk of being delayed.
  - UAT did not start last week as planned.
    - Scripts written for UAT for previous deployments needed to be updated and this revision was one cause for the delay.
- The CAPPS Deployment Team continues to work through configuration and build activities with the agencies.
  - Much of configuration and build is in sub-Learn centers at each agency.
  - Agency-specific configurations for build are not yet complete.
- The impact of the delay is still being evaluated.

VII.   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 .
- The project will be deployed in three releases:
  - Release 1 (CPA): go-live planned for May 26, 2017.
  - Release 2 (DIR): go-live planned for July 24, 2017.
  - Release 3 (All other agencies): go-live planned for December 11, 2017.
- Release 1 (CPA) is at risk of schedule delay.
  - Multi-tenancy functionality had an issue when UAT started.
    - This issue was fixed as of last week.
    - System Test is complete.
    - UAT should restart this week and be back on schedule. However, as of the report date (May 17) the CAPPS Deployment Team was still evaluating and the report reflects an *At Risk* status.
- Release 2 (DIR) is on track as planned.
  - UAT began this week.
  - Continuing System Test Phase 2 Cycle 2.
- Release 3 is on track as planned.
  - Discovery sessions will begin in the next few weeks.