

**Centralized Accounting and Payroll/Personnel System (CAPPS)**  
**HR/Payroll User Group**  
**June 27, 2017**  
**9:00 a.m. – 11:00 a.m.**  
**Travis Building – Room 1-111**

**Meeting Minutes**

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attend?</b>
<b>Alice Alvarado</b>	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	No
<b>Alison Williams</b>	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	Yes
<b>Amy Ramos</b>	amy.ramos@cpa.texas.gov	CPA – Payroll	No
<b>Andrea Smith</b>	andrea.smith@cpa.texas.gov	CPA-CAPPS HR/Payroll Production Support Lead	Yes
<b>Andy Viloría</b>	Andy.viloria@cpa.texas.gov	CPA-Application Services	Yes
<b>Angela Proveaux</b>	angela.proveaux@cpa.texas.gov	CPA-Statewide Systems Administration	No
<b>April Shapley</b>	april.shapley@cpa.texas.gov	CPA – Governance Coordinator; Facilitator	Yes
<b>Art Nava</b>	art.nava@cpa.texas.gov	CPA – Business Intelligence	No
<b>Brian Roth</b>	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	No
<b>Chelsa Vinklarek</b>	chelsa.vinklarek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group Chair and Voting Member	Yes
<b>Chris Happ</b>	christine.happ@cpa.texas.gov	CPA – Operations Manager	No
<b>Cynthia Rivera</b>	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	Phone
<b>Don Land</b>	don.land@cpa.texas.gov	CPA	No
<b>Donna Clay</b>	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	Yes
<b>Edwardo Plaza</b>	eduardo.plaza@tpwd.texas.gov	TPWD - Project Manager	Yes
<b>Ivan Mazoch</b>	ivan.mazoch@cpa.texas.gov	CPA – IT	No



Centralized Accounting and Payroll/Personnel System

First & Last Name	Email	Role/Position	Attend?
<b>Ivan Smith</b>	ivan.smith@dir.texas.gov	DIR	No
<b>Jake Wofford</b>	jake.wofford@cpa.texas.gov	CPA	No
<b>J.P. Wardle</b>	j.p.wardle@cpa.texas.gov	CPA – Contractor	No
<b>Jennifer Mutschink</b>	jennifer.mutschink@dir.texas.gov	DIR – Payroll Officer	No
<b>Jennifer Pennington</b>	jennifer.pennington@txdot.gov	Enterprise Resource Planning	No
<b>JoAnn Walker</b>	jo.walker@hhsc.state.tx.us	HHSC	No
<b>Kelley Martin</b>	kelley.martin@cpa.texas.gov	CAPPS Deployment Team	No
<b>Kenneth Dusing</b>	kenneth.dusing@txdmv.gov	DMV	No
<b>Kevin Todd</b>	kevin.todd@tpwd.texas.gov	TPWD	Yes
<b>Lance McMillan</b>	lance.mcmillan@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	No
<b>Leonard Higgins</b>	leonard.higgins@cpa.texas.gov	CPA	No
<b>Ly Griffin</b>	ly.griffin@cpa.texas.gov	CPA	Yes
<b>Mandi Seagren</b>	mandi.seagren@txcourts.gov	OCA	Yes
<b>Mardi Seagler</b>	mardi.seagler@txcourts.gov	Courts	No
<b>Mark Johannsen</b>	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	No
<b>Matt Martinez</b>	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	No
<b>Matthew Richardson</b>	matthew.richardson@tlc.texas.gov	TLC	Yes
<b>Monica Ferrell</b>	monica.ferrel@rrc.texas.gov	Texas Railroad Commission (RRC)	No
<b>Nancy Simmons</b>	nancy.simmons@tdi.texas.gov	Texas Department of Insurance (TDI)	No
<b>Norma Cortez</b>	norma.cortez@dps.texas.gov	DPS – HR Director, Voting Member	Phone
<b>Pete Marcell</b>	pete.marcell@cpa.texas.gov	CPA – Project Manager	No
<b>Randa Maldonado</b>	randa.maldonado@dir.texas.gov	DIR	No
<b>Reggie Pegues</b>	reginold.pegues@dir.texas.gov	DIR – Director of Accounting	No



Centralized Accounting and Payroll/Personnel System

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attend?</b>
<b>Rick Bishop</b>	rick.bishop@cpa.texas.gov	CPA	No
<b>Rusty Charlton</b>	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	Yes
<b>Sandra Woodruff</b>	sandra.woodruff@cpa.texas.gov	CPA – Assistant Director of Fiscal Management	No
<b>Sergio Rey</b>	sergio.rey@txdmv.gov	DMV	No
<b>Sharon Brewer</b>	sharon.brewer@txdmv.gov	DMV – HR Director	No
<b>Shelley Casas</b>	shelley.casas@cpa.texas.gov	CPA – Security	No
<b>Sona Holmstrom</b>	sona.holmstrom@cpa.texas.gov	CPA – CAPPS Deployments Supervisor	No
<b>Stacey Mincez</b>	stacey.mincez@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	Yes
<b>Stephanie Moll</b>	stephanie.moll@cpa.texas.gov	CPA	Yes
<b>Steve Schiurring</b>	steve.schiurring@cpa.texas.gov	CPA – Project Manager	No
<b>Theresa Pratt</b>	theresa.pratt@hhsc.state.tx.us	HHSC	Phone
<b>Thomas Hollingsworth</b>	thomas.hollingsworth@cpa.texas.gov	CPA – Application Services	Yes
<b>Toni Brown</b>	toni.brown@cpa.texas.gov	CPA – HR Report Writer	No
<b>Tunde Kelemen</b>	tunde.kelemen@hhsc.state.tx.us	HHSC – Voting Member	Phone
<b>Valerie Luna</b>	valerie.luna@txdmv.gov	DMV – Voting Member	Phone
<b>Valencia Hadnot</b>	valencia.hadnot@tlc.texas.gov	TLC	Yes
<b>Vidhya Kumar</b>	vidhya.kumar@cpa.texas.gov	CPA – Project Manager	No
<b>Yvette Rendon</b>	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 441 open SRs and 165 were high.
  - There are currently no critical SRs.
- SR Trend Report
  - User Group members were provided with the SR Trend report for the month.
  - There were 325 SRs opened and 252 SRs were closed during the reporting timeframe.
    - Note: the reporting timeframe is larger than what is typically presented due to the User Group (UG) meeting schedule.
    - The UG meeting in May was held earlier than usual (May 18, 2017) so this report reflects nearly six weeks' worth of data and typically it reflects closer to four weeks of data.
- Governance Approved SRs (Stacey Mincec)
  - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (\*) and bolded.
  - There are nine SRs on the list and all SRs have a new status to report versus last month.
    - All SRs are for Recruit and eight are *Pending Prod Approval*.
    - SR 1354 – moved to *Completed*.
- 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 1052 – moved to *Pending Prod Migration*.
    - SR 3203 – moved to *Pending Prod Migration*.
    - SR 3204 – moved to *Pending Prod Migration*.
    - SR 3205 – moved to *Pending Prod Migration*.
    - SR 3206 – moved to *Pending Prod Migration*.
    - SR 3207 – moved to *Pending Prod Migration*.
    - SR 3895 – moved to *Pending Prod Migration*.
    - SR 3903 – moved to *Pending Prod Migration*.
    - SR 3901 – moved to *Pending Prod Migration*.
    - SR 3902 – moved to *Pending Prod Migration*.
    - SR 3896 – moved to *Pending Prod Migration*.
    - SR 3898 – moved to *Pending Prod Migration*.
    - SR 3900 – moved to *Pending Prod Migration*.

- SR 3899 – moved to *Pending Prod Migration*.
- SR 3892 – moved to *Pending Prod Migration*.

III. 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 July 10, 2017.
- User Acceptance Testing (UAT) is complete.
- The new code/image migrated to Production last weekend.
- The CAPPS Deployment Team is preparing for cutover weekend.
- CAPPS will be unavailable during cutover beginning at 5:00 p.m. on Friday, July 7 until Monday, July 10, 2017 at 8:00 a.m.

IV. Project Update: CAPPS Recruit FY17 Deployment (Rusty Charlton)

- Deploying Agencies: DPS, CPA, TSLAC, THECB, 19 Courts and Judicial Agencies.
- Go-live is scheduled for June 30, 2017.
- The CAPPS Deployment Team has been working with Texas Workforce Commission (TWC) on a known issue regarding the automated job posting requisition/interface from Recruit to WorkinTexas (WIT).
  - TWC has requested an extension on the fix for this issue and the go-live date may be impacted.
    - The CAPPS Deployment Team expects to resolve the issue quickly.
- User Acceptance Testing is now complete.
  - Production configuration is still in progress and is scheduled to be completed this week.

V. Project Update: CAPPS Learn Deployment (Rusty Charlton)

- Deploying Agencies: CPA, 19 Courts and Judicial Agencies.
- On track for go-live on June 30, 2017.
- User Acceptance Testing is now completed.
- Agency Production configuration is complete.
- Agencies identified some post go-live enhancements/SRs in the Application Service Provider (ASP).

VI. Project Update: CAPPS Performance Management FY17 Deployment (Rusty Charlton)

- Deploying Agencies: DMV, DIR, OCA, CPA, DPS, THECB, TSLAC, OIEC, TDI, RRC, TMD, TCOLE, TAHC, SOAH and TEA.
- Performance Management is being deployed in three releases.
  - CPA had a “soft” go-live (approximately two Departments) on May 26, 2017 (Release 1).
    - PM has not been deployed to all Departments at CPA; CPA has requested additional queries which are in progress.
    - CPA wants to test these queries before deploying PM to all remaining Departments.
  - DIR is on track for go-live July 24, 2017 (Release 2).



Centralized Accounting and Payroll/Personnel System

- UAT is complete.
- All remaining PM agencies will go-live on December 11, 2017 (Release 3).
  - Fit/gap analysis and Discovery sessions are either complete or almost complete.
  - The CAPPS Deployment Team is tracking potential gaps and reviewing gap alternatives.
  - The Deployment Team is working to determine if the gaps can be resolved with customization, business process change or enhancement.