

**Centralized Accounting and Payroll/Personnel System (CAPPS)**  
**HR/Payroll User Group**  
**July 25, 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	Phone
<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	Yes
<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	No
<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>Cynthia Rivera</b>	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	No
<b>Don Land</b>	don.land@cpa.texas.gov	CPA	Yes
<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
<b>Ivan Smith</b>	ivan.smith@dir.texas.gov	DIR	No



Centralized Accounting and Payroll/Personnel System

<b>First &amp; Last Name</b>	<b>Email</b>	<b>Role/Position</b>	<b>Attend?</b>
<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	Phone
<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	No
<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>Mardi Seagler</b>	mardi.seagler@txcourts.gov	Courts	Phone
<b>Mark Johannsen</b>	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	Phone
<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	No
<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)	Phone
<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>Rebecca Kelley</b>	rebecca.kelley@cpa.texas.gov	CPA-CAPPS Recruit	Yes
<b>Reggie Pegues</b>	reginold.pegues@dir.texas.gov	DIR – Director of Accounting	No
<b>Richard Krahl</b>	richard.krahl@cpa.texas.gov	Project Lead	Yes
<b>Rick Bishop</b>	rick.bishop@cpa.texas.gov	CPA	Yes



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First & Last Name	Email	Role/Position	Attend?
<b>Rusty Charlton</b>	russell.charlton@cpa.texas.gov	CPA – CAPPs Project Manager	No
<b>Sam Johnson</b>	samuel.johnson@dfps.texas.gov	Director - TAG	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	No
<b>Steve Schiurring</b>	steve.schiurring@cpa.texas.gov	CPA – Project Manager	No
<b>Theresa Pratt</b>	theresa.pratt@hhsc.state.tx.us	HHSC	No
<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	No
<b>Valerie Luna</b>	valerie.luna@txdmv.gov	DMV – Voting Member	Phone
<b>Valencia Hadnot</b>	valencia.hadnot@tlc.texas.gov	TLC	No

I. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.
- CAPPs HR/Payroll will be unavailable due to Fiscal Year End (FYE) beginning August 31 through September 5, 2017 (note: September 4, 2017 is the Labor Day holiday).
- Immediately after next month’s CAPPs HR/Payroll User Group meeting, a Payroll Policy User Group meeting (HRIS, SPRS and USPS) will be held focusing on FYE activities.

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 556 open SRs and 198 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 306 SRs opened and 232 SRs were closed.
  - Many of the opened SRs were due to the FY17 deployment and will be completed soon.
- Governance Approved SRs (Stacey Minces)
  - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (\*) and **bolded**.
    - SR 3189 – moved to *Completed*.
    - SR 3188 – moved to *Completed*.
    - SR 3195 – moved to *Completed*.
    - SR 3192 – moved to *Completed*.
    - SR 3194 – moved to *Completed*.
    - SR 3193 – moved to *Completed*.
    - SR 3190 – moved to *Completed*.
    - SR 3191 – moved to *Completed*.
  - Many of these SRs are for the Recruit module.
- 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**.
  - The majority of the updated SRs on the list are related to the Recruit module and have been completed.
    - SR 950 – this issue does not appear to be occurring anymore; however, monitoring will continue for one year.
    - SR 1052 – moved to *Completed*.
    - SR 3203 – moved to *Completed*.
    - SR 3204 – moved to *Completed*.
    - SR 3205 – moved to *Completed*.
    - SR 3206 – moved to *Completed*.
    - SR 3207 – moved to *Completed*.
    - SR 3895 – moved to *Completed*.
    - SR 3903 – moved to *Completed*.
    - SR 3901 – moved to *Completed*.
    - SR 3902 – moved to *Completed*.
    - SR 3896 – moved to *Completed*.
    - SR 3898 – moved to *Completed*.
    - SR 3900 – moved to *Completed*.
    - SR 3899 – moved to *Completed*.
    - SR 3892 – moved to *Completed*.

### III. Upcoming Vote: SRs Submitted to Governance (Stacey Minces)

- There are seven HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
  - SR 435 – enhancement to add several fields to the Active Position report and make it more similar to the USPS report.

- SR 4058 – new query to pull data from Principal Component Analysis (PCA) mapping for taxes.
- SR 4138 – same as SR 4058; however, this SR is for state paid deductions.
- SR 4195 –add emergency fitness leave taken to the Employee Monthly T&L report.
- SR 4304 – security request for Recruit. This enhancement will update permission lists to allow hiring managers/recruiting coordinators to revert the status of candidate job submission.
- SR 4437 – new correspondence template to be used to notify applicants that were rejected.
- SR 4507 – request to update the correspondence messages receivers; currently sent to recruiting assistants and hiring assistants. Requesting to include all requisition owners (there are currently 13 message templates that are not sent to all requisition owners).

#### IV. Reporting Approach (Rick Bishop)

- User Group members were provided with two documents for this topic: *CAPPS Reporting Approach* (Word document) and *CAPPS Reporting Approach Overview* (PowerPoint document).
- The Overview document (PPT) will be discussed in the HR/Payroll UG meeting today.
- The information in this document is not new: reports are requested in the Application Service Provider (ASP) Solution Center as always. SRs are analyzed by the CAPPS Production Team.
  - The Team will determine if there is an existing similar report already created.
  - Agency’s data needs are considered and various tools are evaluated.
  - The Team works to determine if any other agency could benefit from this report. If the requested report will only benefit one agency that will be a different path.
- Reports are brought to User Group for a vote.
- Report types include:
  - Enterprise (standardized reports to be used by all agencies)
    - These reports are developed in Business Intelligence (BI) Publisher and requested in ASP. Agencies are instructed to look for these first.
    - All approved reports will be prioritized through the Governance process.
    - The reports will be developed and maintained by CPA.
    - Agencies will only see their own data.
    - These reports can be accessed via the dropdown menu in CAPPS.
  - Agency-specific reports
    - These reports fill a need or niche within an agency.
    - Business Objects/WEBi are easy to use and create reports with in BOBJ.
    - These reports are developed and maintained by individual agencies.
  - PeopleSoft queries
    - These reports are specific to each agency.
    - Each agency is responsible for creating the query through Query Manager or Query Viewer. Agency report writers are aware of these tools.
    - CPA can provide some training; however, Youtube is also a good resource for additional information.

- These reports are developed by agency super users.
- Data extracts
  - Note: this functionality will be part of a future enhancement.
  - The objective will be to develop a statewide data set and refresh it frequently.
  - Agencies will import this into their own reporting system.
  - Agencies have requested this tool to use with current systems they have.
  - The current timeline is TBD.
- Oracle Business Intelligence (OBI)
  - OBI is used with Recruit/Learn.
  - This tool is designed for canned reports or CPA can develop them for agencies to use.
- Training
  - CPA is developing Business Objects training materials.
  - Agencies are also encouraged to view training videos for BO and/or Business Intelligence (BI) on YouTube.

V. Project Update: HR/Payroll FY17 Deployment (Addai Williams)

- Deploying Agencies: DPS, TSBP, TxRC, BON, TSSWCB, THC and TSPB.
- The FY17 deploying agencies went live two weeks ago and all modules are now in post-Production support.
- The CAPPS Deployment Team is beginning to plan for the FY18 deployment.
- 15 new agencies are scheduled to implement CAPPS in the FY18 deployment.

VI. Project Update: CAPPS Recruit FY17 Deployment (Addai Williams)

- Deploying Agencies: DPS, CPA, TSLAC, THECB, 19 Courts and Judicial Agencies.
- The FY17 deploying agencies went live on June 30, 2017.
- The CAPPS Support Team continues to provide post-Production support.
- TSLAC is able to post jobs in Recruit.

VII. Project Update: CAPPS Learn FY17 Deployment (Addai Williams)

- Deploying Agencies: CPA, 19 Courts and Judicial Agencies.
- The FY17 deploying agencies go-live date was June 30, 2017; CPA is planning a “soft” go-live rollout after the Organizational Training Department completes internal testing.

VIII. Project Update: CAPPS Performance Management FY17 Deployment

- Deploying Agencies: DMV, DIR, OCA, CPA, DPS, THECB, TSLAC, OIEC, TDI, RRC, TMD, TCOLE, TAHC, SOAH and TEA.
- CPA had a “soft” go-live approximately two weeks ago with a small portion of the employee population. Since then, PM was opened up for the whole agency.
- CPA continues to solicit feedback from Managers.
- Release 1 and 2 are now complete; focusing on Release 3 for 38 remaining agencies.
- The CAPPS Deployment Team is conducting Discovery sessions with the remaining agencies for go-live in December.

IX. Miscellaneous



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- The biannual CAPPS Governance representation vote process will begin soon.
- The CAPPS Steering Committee, Financials and HR/Payroll User Groups will each consist of nine voting members from the participating agencies.
- The CAPPS Governance process is detailed in the *CAPPS Governance Document* on [FMX](#).
- The CAPPS Governance Coordinator will be reaching out to agencies for nominees soon.