

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
September 28, 2017
10:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

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



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



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First & Last Name	Email	Role/Position	Attend?
Sergio Rey	sergio.rey@txdmv.gov	DMV	No
Sharon Brewer	sharon.brewer@txdmv.gov	DMV – HR Director	No
Shelley Knight	Shelley.knight@tcole.texas.gov	TCOLE – Small Agency new representative	Yes
Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPs Deployments Supervisor	No
Stacey Mince	stacey.mince@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	No
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – Project Manager	Yes
Theresa Pratt	theresa.pratt@hhsc.state.tx.us	HHSC	No
Toni Brown	toni.brown@cpa.texas.gov	CPA – HR Report Writer	No
Tunde Kelemen	tunde.kelemen@hhsc.state.tx.us	HHSC – Voting Member	No
Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	No
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	No
Matthew Richardson		TLC	Yes
Satya Srivastava		CPA – CAPPs IT	Yes
Jennica Preston	jennica.preston@rrc.texas.gov	RRC	Yes

- I. Welcome (April Shapley)
 - Roll call for phone participants.
 - Quorum confirmed.

- II. Production Update: HR/Payroll Support Requests (SRs) (Stacey Mincez)
 - SR Summary Documentation
 - User Group members were provided with a summary of all active SRs on the HR/Payroll System.
 - There were 609 active SRs in August and 232 were high.
 - There are currently no critical SRs.
 - SR Trend Report
 - User Group members were provided with the SR Trend report for the month.
 - Beginning this month, this report will represent the calendar month of data. The month of August is reflected here.
 - There were 440 SRs opened and 390 SRs were closed.
 - The trending is moving up due to the new reporting period.
 - Governance Approved SRs
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 1842 – moved to *Completed*.
 - SR 2235 – moved to *Completed*.
 - SR 3076 – moved to *Completed*.
 - SR 3392 – moved to *Completed*.
 - SR 3277 – moved to *Completed*.
 - SR 2705 – moved to *Completed*.
 - SR 2741 – moved to *Completed*.
 - SR 3388 – moved to *System Test*.
 - SR 3382 – moved to *Acceptance Test*.
 - SR 3384 – moved to *Acceptance Test*.
 - Required Maintenance SRs
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - No updates this month.

- III. Upcoming Vote: SRs Submitted to Governance (Stacey Mincez)
 - There are five HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
 - SR 4687 – request to add Eligibility List to the additional information checkbox in Recruit.
 - SR 4760 – update setting in Recruit so that candidates can search only by agency name.
 - SR 4909 – request to view all candidates in the initial Human Resources (HR) screen. Note: CPA recommends rejecting this SR so that Recruiters have the opportunity to review candidates before making candidates available to a Manager.
 - Some agencies expressed concern with this and stated that not all agencies screen applicants for Managers. This would add workload to the HR department.

- DMV was not aware this could be done and made business process adjustments as a result.
 - The CAPPs Deployment Team made a change (SR 4651) during deployment. DMV stated they were not aware of this and inquired what the notification process is for migrating SRs to CAPPs.
 - SRs typically migrate on Thursday evenings and a weekly notification is sent to the CAPPs agencies to notify them and give them time to test.
 - CAPPs Production agencies are encouraged to run an ongoing report in ASP to view SRs that impact all agencies to ensure they are informed of changes migrating to CAPPs.
- SR 5021 (A) – remove the entire Employment Preferences section from the candidate and job submission view.
 - The CAPPs Deployment Team explained that the intent of this request was to remove the entire Employment Preferences section because agencies were seeing more than they should.
 - Agencies expressed concern with turning off applicant location preference.
- SR 5021 (B) – remove "Organization" from the Employment Preferences section on the candidate and job submission view.
 - This option will remove "Organization" but keep the "Location" preference.
- SR 5046 – request to create a new query to track overtime balances with an 'as of' date.

IV. Disaster Recovery Failover Test (Steve Schiurring)

- The annual CAPPs Disaster Recovery Failover Test is scheduled to occur Oct. 6 – Oct. 9, 2017.
- The test will begin at 7:00 p.m. on Oct. 6 and all environments will be unavailable during the testing timeframe.
- All environments will be available by 7:00 a.m. on Monday, Oct. 9, 2017 at the latest.
- No agency testing is required.

V. Business Objects 4.1 Upgrade (Steve Schiurring)

- CAPPs User IDs/passwords will be used in Business Objects (BO) 4.1. Passwords changed in CAPPs will be immediately updated in BO 4.1.
- Agency-level security is driven by CAPPs security roles. For HR/Payroll, Department-level security is based on security in CAPPs.
- Improved hardware has been procured and is expected to produce better performance.
- There are four separate HR/Payroll universes (HR, Payroll, Position Management and Time & Labor) that will be combined into one universe.
 - There will also be a separate Time & Labor-only universe, so timekeepers can do ad hoc reporting in BO without needing access to HR payroll data (which they typically do not have).
 - Existing ad hoc reports may be impacted by moving to one universe. The BO Team can assist with converting any private reports upon request.
- BO 4.1 uses HTML and is 508 compliant; the Java version was not.
- BO 4.1 training will soon be available on the CAPPs FMX page.

- BO 4.1 for HR/Payroll will be in Production on Dec. 2, 2017; BO 3.1 will be available until March 1, 2018.

VI. Project Update: HR/Payroll FY18 Deployment (Addai Williams)

- Deploying Agencies: TLC, LRL, GOV, SOS, TESRS, BRB, TVC, TBAE, TBPE, CUD, TBPG, TBCE, TJJD and TPWD.
- Discovery sessions are currently underway.
- The list of phase 1 gaps is complete; the CAPPS Deployment Team is currently developing Functional Design Documents (FDDs).
- The go-live date for the 15 new agencies is July 16, 2018; the image/Tools upgrade for Production agencies will go-live on July 9, 2018.
 - CAPPS will be unavailable both cutover weekends prior and agencies will be expected to perform testing.

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

- Deploying Agencies: DMV, DIR, OCA, CPA, DPS, THECB, TSLAC, OIEC, TDI, RRC, TMD, TCOLE, TAHC, SOAH and TEA.
- DIR and CPA went live earlier this year.
- System Test is nearly complete for the additional agencies going live in December.
- User Acceptance Testing will begin in October.