

**Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
October 25, 2017
9:00 a.m. – 10:00 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	Phone
Andrea Smith	andrea.smith@cpa.texas.gov	CPA-CAPPS HR/Payroll Production Support Lead	Yes
Andy Viloría	Andy.viloria@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	No
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	Yes
Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	No
Don Land	don.land@cpa.texas.gov	CPA	No
Donna Clay	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	No
Edwardo Plaza	eduardo.plaza@tpwd.texas.gov	TPWD - Project Manager	Phone
Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	No
Ivan Smith	ivan.smith@dir.texas.gov	DIR	No



Centralized Accounting and Payroll/Personnel System

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	No
Mardi Seagler	mardi.seagler@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	Phone
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	No
Sandra Woodruff	sandra.woodruff@cpa.texas.gov	CPA – Assistant Director of Fiscal Management	No
Sergio Rey	sergio.rey@txdmv.gov	DMV	Phone



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First & Last Name	Email	Role/Position	Attend?
Sharon Brewer	sharon.brewer@txdmv.gov	DMV – HR Director	No
Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	Phone
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	Phone
Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	No
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	No
Yvette Rendon	yvette.rendon@txdmv.gov	DMV	No

1. Welcome

- Roll call for phone participants.
- Quorum confirmed.

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

User Group members were provided with a report of all active SRs on the HR/Payroll system.

- SR Summary Documentation (Chelsa Vinklarek)

User Group members were provided with a report of all active SRs on the HR/Payroll system.

- There were 582 total SRs and of those, 200 were high.
- There are no critical SRs.

- SR Trend Report (Chelsa Vinklarek)

User Group members were provided with the SR Trend report for the month.

- There were 381 SRs opened and 325 were closed.
- The trend increased this month which is typical due to Fiscal Year End (FYE).

- 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 3188 – moved to *Assessment*. The CAPPs Support Team is still investigating how to identify and send a message to WorkinTexas (WIT) applicants.
- SR 332 – moved to *Acceptance Test*.
- SR 3388 – moved to *Pending Prod Approval*.
- SR 3382 – moved to *Complete*; migrated to Production on October 12, 2017.
- SR 3384 – moved to *Complete*; migrated to Production on October 12, 2017.
- SR 2374 – moved to *In Work*.

- 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 Employee Self Service Provisioning Issues SR moved to *System Test* (this enhancement does not have an SR number assigned in the Application Service Provider Solution Center).
- SR 1082 – moved to *In Work*.
- SR 1455 – moved to *In Work*.
- SR 1544 – moved to *Assessment*.
- SR 1026 – moved to *Rework*.
- SR 3784 – moved to *System Test*.
- SR 3889 – moved to *Pending Prod Migration*.
- SR 4091 – moved to *Rework*.
- SR 4126 – moved to *Rework*.
- SR 4466 – moved to *Assigned*.
- SR 4663 – moved to *In Work*.
- SR 5420 – moved to *In Work*.
- SR 5718 – moved to *In Work*.
- SR 5953 – moved to *Assigned*.

3. Disaster Recovery Failover Test Results (Steve Schiurring)

- The annual CAPPS Disaster Recovery Failover Test occurred Oct. 6 – Oct. 9, 2017.
- The test began at 7:00 p.m. on Oct. 6 with the goal of bringing all environments back by 7:00 a.m. on Oct. 9, 2017.
- The test ran ahead of schedule and all environments were available by 9:00 p.m. on Oct. 7, 2017.
- The two objectives of the test are the Recovery Point Objective (RPO) and Recovery Time Objective (RTO).
 - RPO is 24 hours (or less) of data loss and the result was that no data was lost.
 - RTO is 72 hours (or less) to restore environments and the result was the environments were available in 19 hours.

4. 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.
- Public reports were tested and converted; the BO Team can assist with converting any private reports upon request.
- Agencies that have deployed CAPPS Financials and HR/Payroll will see BO 4.1 and 3.1.
 - i. BO 3.1 will continue to use the BO User ID/password; BO 4.1 will use the CAPPS User ID/password.
- Agency testing began October 16 and will be completed by November 23, 2017.
- BO 4.1 for HR/Payroll will be in Production on Dec. 2, 2017; BO 3.1 will be available until March 1, 2018.
- BO 4.1 training is available on the CAPPS FMX page.

5. 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.
- Agency Discovery sessions will be completed soon.
- The CAPPS Deployment Team continues to finalize the gap list. Currently the list is 75% complete and pending completion of Discovery.
- Once the Phase 2 gap list is complete, the CAPPS Support Team will report on the associated SRs.
- Conversion is complete.
- The Change Enablement Kickoff was completed.

6. 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.
- User Acceptance Testing (UAT) is nearly complete and the CAPPS Deployment Team is awaiting final UAT sign-off from the agencies.
- The Deployment Team is finalizing Management sign-off of the cutover approach.
- No major issues have been identified.