

**Centralized Accounting and Payroll/Personnel System (CAPPS)
 HR/Payroll User Group
 January 23, 2018
 9:00 a.m. – 11:00 a.m.
 Travis Building – Room 1-100
 Meeting Minutes**

First & Last Name	Email	Role/Position	Attendee
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Communications, Change & Training	Yes
Amber Kaskie	Amber.Kaskie@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	Yes
Amy Ramos	amy.ramos@cpa.texas.gov	CPA	Phone
Andrea Smith	andrea.smith@cpa.texas.gov	CPA-CAPPS HR Production Supervisor	Yes
April Shapley	april.shapley@cpa.texas.gov	CPA – Project Manager	Yes
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Area Manager, Statewide Fiscal Systems	Yes
Dean David	dean.david@tpwd.texas.gov	Texas Parks and Wildlife Department (TPWD) – Business Analyst	Yes
Katrice Gil	katrice.gil@txdmv.gov	Texas Department of Motor Vehicles (DMV)	Phone
Leonard Higgins	leonard.higgins@cpa.texas.gov	CPA	Yes
Mandi Seagren	mandi.seagren@txcourts.gov	Office of Court Administration (OCA)	Phone
Monica Ferrel	monica.ferrel@rrc.texas.gov	Railroad Commission (RRC)	Phone
Norma Cortez	norma.cortez@dps.texas.gov	Texas Department of Public Safety (DPS)	Phone
Paige Steen	paige.steen@dps.texas.gov	DPS	Phone
Randa Maldonado	randa.maldonado@dir.texas.gov	Department of Information Resources (DIR)	Phone
Rebecca Kelly	Rebecca.Kelly@cpa.texas.gov	CPA	Yes
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	Yes
Sairaj Kondogishiridi	Sairaj.Kondogishiridi@cpa.texas.gov	CPA	Yes

First & Last Name	Email	Role/Position	Attendee
Shelley Knight	shelley.knight@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	Phone
Stacey Mince	stacey.mince@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – Project Manager	Yes
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	Texas Legislative Council (TLC)	Yes

I. Welcome (Chelsa Vinklerek)

- Roll call for phone participants.
- Quorum confirmed.
- Fiscal Management’s CAPPS Support Teams have undergone organizational changes:
 - April Shapley – moving to new role as a CAPPS Project Manager.
 - Andrea Smith and Tony Martin – moving to Supervisor roles over their respective Production Support teams, HR/Payroll and Financials.
 - Chelsa Vinklerek – moving to new role as Area Manager.
- There is a CPA Payroll Policy User Group immediately following the CAPPS HR/Payroll User Group meeting.

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

- SR Summary Documentation (Andrea Smith)
 - User Group members were provided with a summary of all active SRs on the HR/Payroll System.
 - There were 547 active SRs in December and 173 were high.
 - There are currently no critical SRs.
- SR Trend Report (Andrea Smith)
 - User Group members were provided with the SR Trend report for the month.
 - There were 259 SRs opened and 247 SRs were closed.
 - The trend is slightly higher than usual due to Calendar Year End (CYE).
- Governance Approved SRs (Stacey Mince)
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 1568 – moved to *In Work*.
 - SR 931 – moved to *Completed*.
 - SR 3383 – moved to *System Test*.
 - SR 435 – moved to *Assigned*.
 - SR 4138 – moved to *Assigned*.
 - SR 4058 – moved to *Assigned*.
 - SR 4507 – moved to *System Test*.
 - SR 4195 – moved to *Assessment*.
 - SR 4304 – moved to *System Test*.
 - SR 4437 – moved to *System Test*.

- SR 5021B – moved to *System Test*.
- SR 5046 – moved to *Assigned*.
- SR 4687 – moved to *System Test*.
- SR 4760 – moved to *System Test*.
- Required Maintenance SRs (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 first enhancement on the list does not have an Application Service Provider (ASP) ticket number assigned and it will address a variety of issues related to Employee Self-Service provisioning. This enhancement has moved to *Completed*.
 - SR 320 – moved to *In Work*.
 - SR 408 – moved to *Rework*.
 - SR 1503 – moved to *In Work*.
 - SR 3767 – moved to *In Work*.
 - SR 4942 – moved to *In Work*.
 - SR 5314 – moved to *In Work*.
 - SR 5318 – moved to *In Work*.
 - SR 5340 – moved to *System Test*.
 - SR 5341 – moved to *System Test*.
 - SR 5489 – moved to *In Development*.
 - SR 5576 – moved to *System Test*.
 - SR 5577 – moved to *System Test*.
 - SR 5970 – moved to *In Development*.
 - SR 5971 – moved to *In Development*.
 - SR 5972 – moved to *In Development*.
 - SR 5973 – moved to *In Development*.
 - SR 5974 – moved to *In Development*.
 - SR 5975 – moved to *In Development*.
 - SR 5976 – moved to *In Development*.
 - SR 5977 – moved to *In Development*.
 - SR 5978 – moved to *In Development*.
 - SR 5979 – moved to *In Development*.
 - SR 6068 – moved to *Pending Prod Approval*.
 - SR 6081 – moved to *Rework*.
 - SR 6095 – moved to *In Development*.
 - SR 6192 – moved to *In Development*.
 - SR 6296 – moved to *In Development*.

III. Production Update: Elastic Search Functionality (Andrea Smith)

- The implementation date for Elastic Search functionality is now February 11 instead of February 8, 2018.
- The reason for the date change is to provide more time to migrate the code over a weekend instead of a weekday.

IV. Production Update: Application Service Provider Solution Center (ASPSC) Update (Andrea Smith)

- Two field names changes will occur in ASPSC:
 - CSR ID will now be Phire ID.

- ITSM field will be added.
- Phire and ITSM are internal tracking tools used by the CAPPS Support Team.
- Agencies should not be impacted by these changes.
- These changes will be live January 26, 2018.

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

- There are six HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
- All six SRs are related to Recruit.
 - SR 5249 – request to add References via Career Section in Recruit.
 - SR 6021 – request to keep relevant attachments with a specific job that a Candidate applied to in Recruit. If a candidate applies to multiple jobs, Hiring Managers will only be able to view attachments relevant to the job they are hiring.
 - SR 6188 – request to exclude withdrawn candidates from the CAPPS Recruit OBI Report.
 - SR 6632 – request to create EEO Details Report in Recruit.
 - SR 6633 – request to create Veterans Report in Recruit.
 - SR 6634 – request to capture candidate reason for withdrawal.

VI. Project Update: HR/Payroll FY18 Deployment (Rusty Charlton)

- Deploying Agencies: TLC, LRL, GOV, SOS, TESRS, BRB, TVC, TBAE, TBPE, CUD, TBPG, TBCE, TJJD and TPWD.
- On track for go-live July 16, 2018.
- The PeopleTools/image upgrade impacting the Production agencies is on schedule to go-live July 9, 2018.
 - CAPPS will be unavailable both cutover weekends prior to go-live and agencies will be expected to perform testing.
- The first round of agency Project Management meetings are complete. Agency Sponsorship meetings are being planned now.
- The CAPPS Maintenance Team is finalizing gaps turned into enhancements to begin testing in System Test Phase 2.
- User Acceptance Testing (UAT) is scheduled to begin in May.

VII. Project Update: Recruit FY18 Deployment (Rusty Charlton)

- Deploying Agencies:
 - Release 1: SOAH, TCOLE, RRC, TMB and TAHC.
 - Release 2: TDI, OIEC, TMD and TEA.
- This deployment will occur in two releases:
 - Release 1 is on schedule for go-live on May 21, 2018. Release 1 agencies are those with no configurations or customizations so they can be deployed on a faster timeline.
 - Release 2 is on schedule for go-live on August 20, 2018. Release 2 agencies are those with more customization or complexity that require a longer timeline for deployment.
- The CAPPS Deployment Team is currently finalizing configurations for Release 1 and wrapping up Discovery sessions for Release 2.

- Recruit is a cloud-based system so there are no customizations but there are configurations, and those will be voted on through the CAPPS Governance process.

VIII. 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.
- Go-live for Release 3 was completed on December 11, 2017.
- Performance Management (PM) will not be a separate deployment moving forward. PM will be one of the modules included in a regular HR/Payroll deployment.

IX. Project Update: Business Objects (BO) 4.1 Upgrade (Steve Schiurring)

- BO 4.1 went live for HR/Payroll on December 7, 2017.
- BO 3.1 will be decommissioned on March 1, 2018.
- Training is available on the CAPPS page of FMX. Instructor-Led Training (ILT) is available from the BO Team and agencies can submit an SR to request this.