

Centralized Accounting and Payroll/Personnel System (CAPPS)

HR/Payroll User Group

February 27, 2018

9:00 a.m. – 11:00 a.m.

Travis Building – Room 1-100

Meeting Minutes

Conference Room Attendees*

First & Last Name	Email	Role/Position	Initials
Alan Lester	Alan.lester@oag.texas.gov	Office of Attorney General (OAG) – Human Resources (HR)	Yes
Alicia Bailey	alicia.bailey@texasattorneygeneral.gov	OAG	Yes
Alison Williams	alison.williams@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Communications, Change & Training	Yes
Amy Ramos	amy.ramos@cpa.texas.gov	CPA – Payroll; HR User Group (UG) Voting Member	Yes
Andrea Smith	andrea.smith@cpa.texas.gov	CPA – CAPPS HR Production Supervisor	Yes
April Shapley	April.shapley@cpa.texas.gov	CPA	Yes
Chris Guyette	Chris.guyette@oag.texas.gov	OAG – HR	Yes
Crystal Bennett	Crystal.bennett@tdi.texas.gov	Texas Department of Insurance (TDI)	Yes
Donna Clay	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	Yes
Kathryn Dolan	kathryn.dolan@rrc.state.tx.us	Railroad Commission of Texas (RRC) – HR	Yes
Kristy Lerma	kristy.lerma@texasattorneygeneral.gov	OAG	Yes
Leonard Higgins	leonard.higgins@cpa.texas.gov	CPA	Yes
Liz Toy	liz.toy@texasattorneygeneral.gov	OAG	Yes
Lucinda Rodriguez	Lucinda.rodriguez@oag.texas.gov	OAG – Budget	Yes
Michele Cook	Michele.cook@tea.texas.gov	Texas Education Agency (TEA)	Yes
Rod Napier	Rod.napier@oag.texas.gov	OAG	Yes
Stacey Mince	stacey.mince@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	Yes

First & Last Name	Email	Role/Position	Initials
Stephanie Freng	stephanie.freng@tlc.texas.gov	Texas Legislative Council (TLC)	Yes
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	Yes

**Note: attendee list does not reflect conference call attendees.*

I. Welcome (Andrea Smith)

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 490 active tickets in January and 149 of those were high. Of those with a high priority, 46 are *In Work* and four are in *Rework*.
- SR Trend Report (Andrea Smith)
 - 220 new SRs were opened in January; 277 SRs were closed.
- 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**.
 - There are 22 SRs for review.
 - SR 3188 – remains In Work but a targeted migration date of August 2018 has been identified.
 - SR 5567 – moved to In Development.
 - SR 4507 – moved to Pending Prod Approval.
 - SR 4304 – moved to Pending Prod Approval.
 - SR 4437 – moved to Pending Prod Approval.
 - SR 5395 – moved to Assigned.
 - SR 1686 – moved to Assigned.
 - SR 4687 – moved to Pending Prod Approval.
- 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**.
 - SR 1026 – moved to Pending Prod Approval.
 - SR 3767 – moved to In Development.
 - SR 4466 – moved to In Work.
 - All SRs related to the PeopleTools/Image upgrade moved to System Test: SR 5970, SR 5971, SR 5972, SR 5973, SR 5974, SR 5975, SR 5976, SR 5977, SR 5978 and SR 5979.
 - SR 6068 – moved to Completed.
 - SR 6095 – moved to Rework.
 - SR 6096 – moved to Assessment.
 - SR 6097 – moved to Assessment.

III. Production Update: Federal Time Reporting (Stacey Minces)

- The CAPPS Support Team is making modifications to Time & Labor to meet reporting requirements for federally funded employees.
- Modifications will be available for agency testing on February 28, 2018.
 - Agencies will need to submit a security request to be able to designate employees as federally-funded.
 - The role name to request is TX_HCM_TL_UPD_FED_FUNDS_ADMIN.
 - The link and additional information will be sent out after this meeting.
 - The CAPPS Support Team is asking agencies to test and report back any concerns with the functionality.
- Key Changes include:
 - If the new indicator is used to identify employees who report time to federal grants/projects, they will be required to input all hours worked or taken during the month with the appropriate Labor Account Code (LAC).
 - Employees will be able to view and verify all time and related LACs.
 - These changes are achieved through a new setup page, new edits within the time certification process and enhanced reporting options.

IV. 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 4529 – mandatory screening questions for online candidates.
 - SR 6760 – update instructional text regarding attachments.
 - SR 6895 – need additional recruiting reports regarding number of applications applying for a position.
 - SR 6917 – Recruit indicators to redefine the process of capturing information regarding veterans, foster youth and felonies, as well as current or former agency employees.
 - SR 6918 – make the Standard Hours per Week field viewable to candidates.
 - SR 6919 – add optional fields for funding information on requisition.
 - SR 6920 – add field to show Posting Duration and include in applicable recruiting reports.

V. Project Update: HR/Payroll FY18 Deployment (Nicki Zito)

- Deploying Agencies: TLC, LRL, GOV, SOS, TESRS, BRB, TVC, TBAE, TBPE, CUD, TBPG, TBCE, TJJD and TPWD.
- Go-live for deploying agencies is on track for July 16, 2018.
- Key Activities scheduled to occur in the next 30 days include:
 - Complete Mock 3 and begin planning for Mock 4.
 - Complete Batch Schedule Design and Build.
 - Continuing System Test Phase 2 – 30% complete.
- Beginning phases for Test (17% Complete) and Deployment (24% Complete).
- Agency Partnership Program (APP) sessions are in progress. Project team is working on readiness surveys and communications plans.

VI. Project Update: Production Image & PeopleTools UAT (Nicki Zito)

- CAPPS Production agencies will see changes as a result of the PeopleTools and image upgrade beginning July 9, 2018.

- The CAPPS Support Team is preparing for UAT. This UAT will be different than past deployments because Production agencies are participating for the image and tools upgrades.
 - The CAPPS Support Team suggests agencies begin identifying who will be their UAT coordinator/Point of Contact (POC) during testing.
 - The CAPPS Support Team will provide some scripts but agencies should test the system by practicing their daily routines to check everyday activities.
- The Fluid functionality will be presented at the March User Group. The presentation will include detailed information and screen shots.
 - Agencies are encouraged to send agency staff/POCs to the March meeting that will be able to take the information back to the rest of the agency.

VII. Project Update: Recruit FY18 Deployment (April Shapley)

- 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.
- Key activities in the next 30 days include:
 - Complete Release 1 Conference Room Pilots (CRPs).
 - Complete Release 2 initial configuration and begin Release 2 CRPs.
 - CRPs are the first opportunity for agencies to get into the system with the deployment team to assist.
 - Gap Reviews are completed and overall Analysis is nearly complete (89%).
 - Results of Gap Reviews will determine if any system changes are needed. Any identified changes will be approved via the Governance process.
- Release 1 UAT begins mid-April. Release 2 UAT will begin in July.
 - Release 2 agencies are not able to test as a part of Release 1 UAT in April due to project time and resource constraints. Any questions or concerns regarding UAT testing can be addressed with the CAPPS Deployment Team.

VIII. Adjourn

- Next meeting is Tuesday, March 27, 2018.