

**CAPPS
HR/Payroll User Group
Tuesday, May 22, 2018
9:00 a.m. – 11 a.m.
Travis Building, Room 1-100
Meeting Minutes**

Attendees*

First & Last Name	Email	Role/Position	Attended
Adrienne Rogers	Aadrienne.rogers@cpa.texas.gov	Comptroller of Public Accounts (CPA)	Yes
Amy Ramos	amy.ramos@cpa.texas.gov	CPA	Yes
Anastacia Rodriguez	anastacia.rodriguez@tdhca.state.tx.us	TDHCA	Phone
Andrea Davis	andrea.davis@txcourts.gov	Supreme Court of Texas (SCT)	Phone
Andrea Smith	andrea.smith@cpa.texas.gov	Comptroller of Public Accounts (CPA) – CAPPS HR/Payroll Production Supervisor	Yes
Chelsa Vinklerek	chelsa.vinklerek@cpa.texas.gov	CPA – Area Manager, Statewide Fiscal Systems	Yes
Cherish McKemie	Cherish.Mckemie@dps.texas.gov	Department of Public Safety (DPS)	Phone
Cindy Burns	cindy.burns@hhsc.state.tx.us	HHSC	Yes
Crystal Bennett	crystal.bennett@tdi.texas.gov	Texas Department of Insurance (TDI)	Phone
Donna Clay	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	Yes
James Keyser	james.keyser@tea.texas.gov	TEA	Yes
Jennie Domotor	Jennie.domotor@HHSC.state.tx.us	HHSC	Yes
Kathryn Crabtree	kathryn.crabtree@scjc.tx.gov	State Commission on Judicial Conduct (SCJC) – Staff Services	Yes
Kathryn Dolan	kathryn.dolan@rrc.texas.gov	RRC	Yes
Kathy Cortez	kathy.cortez@tea.texas.gov	TEA	Yes
Kemp Long	longk@tsbvi.edu	Texas School for the Blind and Visually Impaired (TSBVI)	Yes

First & Last Name	Email	Role/Position	Attended
Lisa Adame	lisa.adame@tea.texas.gov	TEA – Human Resources	Yes
Lori Ely	lori.ely@cpa.texas.gov	CPA	Yes
Lori Stanley	lori.stanley@tahc.texas.gov	Texas Animal Health Commission (TAHC)	Phone
Mandi Seagren	mandi.seagren@txcourts.gov	Office of Court Administration (OCA)	Phone
Nicki Zito	nicole.zito@cpa.texas.gov	CPA – ERP Project Manager	Yes
Patty Ybarra	patty.ybarra@txdot.gov	TxDOT	Phone
Rupa Shah	rshah-c@txdot.gov	TxDOT	Phone
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – ERP Project Manager	Yes
Sandra Farley	saundra.farley@cpa.texas.gov	CPA	Yes
Shawana Abrams	shawana.abrams@cpa.texas.gov	CPA	Yes
Sheila Benavides	sheila.benavides@hhsc.state.tx.us	HHSC	Yes
Shelley Knight	shelley.knight@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE) – HR UG Voting Member	Phone
Tammy Chaney	tammy.chaney@cpa.texas.gov	CPA – CAPPS Production Queue Manager/Governance Coordinator	Yes
Tammy Ross	tammy.ross@cpa.texas.gov	CPA – CAPPS Communications Specialist	Yes
Thomas Kaufman	thomas.kaufman@cpa.texas.gov	CPA	Yes
Toni Brown	toni.brown@cpa.texas.gov	CPA	Yes
Tonia Scaperlanda	tonia.scaperlanda@thecb.state.tx.us	Texas Higher Education Coordinating Board (THECB)	Yes
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	Yes
Valerie Luna	valerie.luna@txdmv.gov	DMV – HR UG Voting Member	Phone
Veronica Sosa	veronica.sosa@tdhca.state.tx.us	Texas Department of Housing and Community Affairs (TDHCA)	Phone

**Note: attendee list may not reflect all attendees.*

I. Welcome (Andrea Smith)

- Note: All User Group materials are posted on FMX within a few days of the meeting.
 - In order to make documents 508 compliant, the format looks different for the status updates (SR Report, Governance Approved, and Required Maintenance lists).
- **Note: Beginning with the June 26, 2018 User Group meeting, printed handouts will not be provided.** Anyone who attends regularly should request to be added to the User Group distribution list by sending an email to: capps.gtt@cpa.texas.gov.
- A change has been made to the original agenda: the Production Update on Emergency Leave Reporting has been deferred to the June meeting.

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

- SR Summary Documentation
 - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
 - There were 476 active SRs in April and 183 were considered high.
 - There are currently no critical SRs.
- SR Trend Report
 - For the month of April, there were 272 SRs opened and 283 closed.
- Governance Approved Enhancements
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 6760, SR 6634, SR 6918 and SR 5249 – These Recruit SRs are now in *Completed* status and were updated in Production on May 3, 2018.
 - SR 6021 – moved to *Completed*. This Recruit Security SR was updated in Production on April 26, 2018.
 - All SRs moved to *Completed* status will drop off the list after this month.
- Required Maintenance
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 5487 – moved to *In Development*.
 - SR 5489 – moved to *Completed*. This is the enhancement that modified Time and Labor for the Federal time certification.
 - SR 5974 – moved to *Closed*. This request to implement Fluid pages for Manager Self Service Direct Reports will be addressed in a future Fluid implementation.
 - SR 6096 – moved to *Completed*. This enhancement, related to SR 5489, created a new query that will identify changes to timesheets post-certification for Federally-funded employees.
 - SR 6277 – moved to *Assessment*.
 - SR 6648 – moved to *In Work*.
 - SR 7062 – moved to *Completed*. The SR was for the Recruit upgrade to Release 17.3. The upgrade was completed successfully in Production on April 26, 2018.
 - SR 7406 – moved to *In Development*.
 - SR 7654 – moved to *In Work*.
 - Sixteen SRs have been moved to *Acceptance Testing*: SR 5318, SR 5340, SR 5341, SR 5576, SR 5577, SR 5970, SR 5971, SR 5972, SR 5973, SR 5975, SR 5976, SR 5977, SR 5978, SR 5979, SR 6192 and SR 6296.

- III. Production Update: FMLA Project (Chelsa Vinklarek)
- FMLA has had some challenges with the way data is tracked and displayed.
 - Data is easily misinterpreted, leading to confusion on how much time an employee has available to use.
 - The CAPPS Team is going back to the drawing board to review the tools that have been provided and to reassess what the agencies need in the FMLA functionality.
 - The team wanted to provide this high-level, brief overview of the FMLA project plan to the User Group before moving forward.
 - Agencies are encouraged to contact Chelsa Vinklarek to discuss any feedback or concerns with their FMLA needs or the proposed enhancements.
 - The FMLA Project is being approached in two phases: short-term solutions and long-term solutions.
 - Short-term changes include:
 - The Expired Events Query (TX_HR_AGY_FMLA_Expired_Event) was removed from Production due to recently identified defects. This will be replaced by three new reports scheduled with the deployment on July 9:
 - Open Expired Events
 - Open Unexpired Events
 - Open Unexpired Events for terminated employees
 - The FMLA Timesheet Field, which is also used for Military and Parental Care leave, will be relabeled to mitigate current confusion for users on how the field should be used.
 - The new label for this field will be 'FMLA ID Parental ID Mlty Care ID'.
 - This change is scheduled to be available in UAT1 on May 28 and expected to be released in Production in June ahead of deployment.
 - The link for 'Available FMLA Balance' will be removed from the CAPPS Timesheet because the information displayed can be inaccurate, especially with multiple events.
 - The link is scheduled to be removed from Production in June and will not be replaced until a long-term solution is put into place.
 - The current FMLA activity report has defects associated with correctly documenting FMLA time for holidays and for 28 Day Schedules.
 - Corrections are in development and are expected to be in Production in June.
 - For job data entry of FMLA Leave Without Pay (LWOP) status, the Z43 functionality will be disabled and the super users will just go to the Timesheet to enter the information.
 - This change is available for testing in both UAT1 and UAT3 as of May 22 and is expected to go into Production on June 1st.
 - The Z43 history will still be available for review.
 - For long-term solutions, implementation dates are still to be determined but the CAPPS Team is evaluating early 2019 as a target date.
 - Proposed long-term changes include:
 - Creation of an 'FMLA Checkbook' that would display employee beginning balance, time taken or credited, and daily balances similar to the way a checkbook register is designed.
 - Exact name of this functionality is still to be determined – 'checkbook' is the working title for now.
 - The example in the handout is a draft mockup showing a rolling calendar year, just to give User Group members an idea; the actual design in CAPPS would be much cleaner.

- On the ‘checkbook’, state holidays will show up as applicable based on an agency’s policy.
- Events will automatically expire after the end date of the event.
 - Today, FMLA administrators must manually close each event when it is complete, regardless of whether the end date has passed.
 - Administrators can go back in and reopen the events if the event dates change.
- Two new reports are planned as part of these long-term changes:
 - The Frequency Exceeded Report will show when an employee has exceeded the frequency of intermittent leave that was approved in the paperwork.
 - The FMLA ‘Checkbook’ Report will provide the same information as the ‘checkbook’ but in excel or pdf format and would be available to both managers and HR staff.
- A new feature would be added in the CAPPS Timesheet that create a hard stop and prevent an employee from creating FMLA entries once they had reached the 480 hour threshold (for full time employees).

IV. Production Update: UAT for Production Agencies (Nicki Zito)

- UAT for Central agencies began on May 14 and will continue through June 29, 2018.
- UAT is progressing successfully; very few UAT ASP tickets have been opened.
- A new list of enhancements was sent on Friday, May 18.
- Agencies have five more weeks of testing before UAT wraps.
- An issue has been identified in Production where the breadcrumbs navigation does not work consistently and may not even display the correct page names, particularly on the classic pages.
 - This issue is related to the image/tools upgrade and has been escalated to Oracle.
 - SR 27 has been created to track the issue in the UAT ASP.
 - No fix has been identified at this time. Users will need to use the left side navigation for Fluid navigation until a fix is found.
- As a reminder, the blue buttons for HR/Payroll and Financials have been removed. Users must use the Main Menu navigation to move throughout the system.

V. Upcoming Vote: SRs Submitted to Governance (Andrea Smith)

- There are five HR/Payroll SRs being submitted for User Group consideration; two requests are for Recruit items and three requests are for Performance Management items.
- The CAPPS Support team is recommending approval of all five items.
 - SR 7156 – Recruit. The proposed solution for this request will add the time portion of the date-time stamp for the Submissions Completed date field on the Candidate History Details report.
 - SR 7162 – Recruit. This request is for the configuration of a new correspondence message for candidates who do not meet the minimum requirements.
 - SR 6904 – Performance Management. This request will add the “Hire Date” field to queries for *Document Statuses* and *Employee without an Active Evaluation*.
 - SR 6538 – Performance Management. The proposed solution for this request will add a new section for “Mandatory Comments” in the Core Competencies section that can be used by agencies who want this requirement but would allow flexibility for other agencies to opt-out by not selecting the field.
 - SR 5005 – Performance Management. This request will create a new query that will include the Comments fields from various statuses of evaluations, as well as a variety of

other fields. This request originated during FY'17 Deployment and all items as requested will be added.

- The vote will be distributed via e-survey before the end of the week.

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 on July 16, 2018.
- Build is a little behind schedule.
 - There is still work being done with some small items but the team expects to complete those items in the next several days.
- Most activity now is focused on Testing.
 - Vendor execution has completed System Test and validation is in progress.
 - Payroll Reconciliation will wrap up by the end of the week.
 - UAT is going well.
 - All agencies had sent in status reports as requested by Friday, May 18.
 - The CAPPS Support Team asks that agencies continue to send regular updates because the team is tracking progress on all UAT activity.
 - Currently, there are between six and eight open tickets for UAT but the team expects that number to decline as the agencies continue to work through testing.
 - The CAPPS Support Team will be meeting with agencies in early June to discuss the cutover plan and to start managing expectations for go-live weekend.

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

- Deploying Agencies:
 - Release 1: SOAH, TCOLE, RRC, and TAHC.
 - Release 2: TDI, OIEC, TMD, TEA, and TMB.
- Release 1 deployed on May 21, 2018.
 - Cutover weekend went well. All four agencies are in Production and able to create job requisitions in Recruit.
 - The CAPPS Support Team is monitoring the system closely, particularly the Work-in-Texas.com interface, to make sure it all works correctly.
- Release 2 is on track for go-live on August 20, 2018.
- The CAPPS Deployment Team has recommendations for training and change management processes, which agencies are strongly encouraged to follow.

VIII. Adjourn

- The next CAPPS HR/Payroll User Group Meeting will be on Tuesday, June 26, 2018.