

CAPPS
HR/Payroll User Group
Tuesday, June 26, 2018
9:00 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

Conference Room Attendees*

First & Last Name	Email	Role/Position	Attended
Adrienne Rogers	adrienne.rogers@cpa.texas.gov	Comptroller of Public Accounts (CPA)	Yes
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Amy Ramos	amy.ramos@cpa.texas.gov	CPA – Payroll; HR/Payroll (HR) User Group (UG) Voting Member	Yes
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James Keyser	james.keyser@tea.texas.gov	Texas Education Agency (TEA)	Yes
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JP Wardle	jp.wardle@cpa.texas.gov	CPA – CAPPS IT Operations	Yes

First & Last Name	Email	Role/Position	Attended
Kathryn Crabtree	Kathryn.Crabtree@scjc.texas.gov	State Commission on Judicial Conduct (SCJC)	Yes
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Wei Wang	wei.wang@rrc.texas.gov	RRC	Yes

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

- I. Welcome (Andrea Smith)
 - Roll call for phone participants.
 - Quorum confirmed.

- II. Production Update: Financials 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 491 active SRs and 193 were considered high.
 - There are currently no critical SRs.
 - SR Trend Report (Andrea Smith)
 - For the month of May, there were 269 SRs opened and 258 closed.
 - Governance Approved Enhancements (Stacey Mincec)
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 1568 and SR 4195 – moved to *Acceptance Testing*. These SRs address the request to add the Admin Leave column to the Super User Employee Time & Labor Report.
 - SR 6632 and SR 6633 – moved to *In Work*. These SRs will create two new Recruit reports, the first for EEO Details and the second for Veterans information. Work has started on these reports and the CAPPs Support Team should have further updates at the next User Group meeting on July 24.
 - Required Maintenance (Stacey Mincec)
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 7091 – moved to *In Work*. This SR makes system changes to the Opt-Out election for Vision benefits based on a rule change approved at the Employees Retirement System (ERS) Board meeting on March 7, 2018.
 - SR 4942 – moved to *Acceptance Test* in both the Production (UAT1) and Deployment (UAT3) environments. This SR will not move to Production until after Deployment.
 - SR 5487 – moved to *System Test*. This SR should move to *Acceptance Test* soon.
 - SR 6277 – moved to *Pending Prod Approval*.
 - SR 7144 – moved to *In Development*.
 - SR 7654 – moved to *System Test*.
 - SR 7186 and SR 7406 – moved to *Completed*. Both SRs moved to Production on June 14, 2018.

- III. Production Update: ASP Solution Center Field Changes (Chelsa Vinklerek)
 - The CAPPs Support Team is changing the names of two of the fields in the Application Service Provider (ASP) Solution Center:
 - The field currently labeled “Assigned To” will be changed to “Primary Analyst”.
 - The field currently labeled “FM Analyst” will be changed to “Secondary Analyst”.
 - This change will be effective in Production as of July 2.
 - This change is the first of other small changes coming soon that are being implemented to make the ASP Solution Center more user-friendly.
 - Users will not see this change in the User Acceptance Test (UAT) environments.
 - This change will also be made in the ASP Solution Centers for CAPPs Financials and HUBs.

IV. Production Update: Emergency Leave Reporting (Stacey Minces)

- The Comptroller of Public Accounts (CPA) is responsible for collecting information about Emergency Leave from all State of Texas agencies.
 - Additional information about the legislative articles applicable to this activity are described in the provided handout.
- The process for collecting this information is being improved through process changes and the implementation of three (3) SRs.
 - SR 7747 – Modifications for Emergency Leave Query.
 - The current query was duplicating some hours and information. SR 7747 will implement the fix for that issue.
 - The CAPPs Support Team is developing a web application where agencies will enter their information to be loaded into the Emergency Leave Reporting Application.
 - The team is also working on “decoding” the predefined Time Reporting Code categories (using words rather than code letters) to make it easier to understand what type of leave is being selected.
 - The request to “decode” the leave types was initially brought up by the agencies in April 24, 2018 HR/Payroll User Group.
 - The final report will include information entered into the Comments Field on the employee’s timesheet for leave that is categorized as “Emergency Other”. Comments from other types of leave will not be included.
 - SR 7747 is currently being tested to check that the fixes are working properly and should be moving into Production in the near future.
 - Changes to the process for Emergency Leave Reporting include:
 - The CAPPs Production Support Team will run the report and pre-load it into the application, then agency staff will be able to download and review that information.
 - A Functional Design Document (FDD) will be provided for this.
 - Agencies will be able to make additional notes to the report and reload it into the web application.
 - If a certain type of leave is incorrect in their report, the agency will need to make the updates in CAPPs, then work with the support team to correct the report.
 - For agencies deploying during the reporting year, the CAPPs Production Support Team will work with the agencies to help them reconcile their current system with what will be in CAPPs once they deploy.
 - Everything as of June 30, 2018 will be captured and agencies will need to certify that the information is correct.
 - A list of the USPS leave types included is provided in the FY18 Emergency Leave Reporting presentation provided with the User Group materials.
 - SR 7807 – Add edit for timesheet entries for certain Time Reporting Codes (TRCs).
 - This enhancement will be available in Production effective September 1, 2018.
 - This change will require Comments field entries for TRCs EMGNY and SPECT.
 - SR 7877 – TRC SUSPY to be retired effective September 1, 2018.
 - TRC SUSPY will be retired because it is no longer needed.
 - This code will be replaced by a new leave type, *Agency Investigation*.

V. Production Update: UAT for Production Agencies (Rusty Charlton)

- UAT closes this week. The CAPPs Support Team thanks the agencies for time and participation during the UAT phase.

- There are fewer than 10 tickets still in work and those should be resolved this week.
- Reminder: Agencies please let your end users know about the changes coming with the implementation of Fluid and upgrades.
 - The big blue buttons for HR and Financials are going away. The new portal uses Unified Navigation – users will be able to move around the portal using the left-hand navigation panel.

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

- There are five SRs being submitted for User Group consideration. All five are related to the Performance Management module.
- The CAPPS Support team is recommending approval of all five items.
 - SR 7561 – This enhancement will make the Doc ID available as a searchable field on Performance Management agency administrator pages.
 - SR 7600 – This SR is for the development of a new query to manage the information captured in the Performance Management notes.
 - SR 7972 – This enhancement will modify the permissions for the TX_EP_AGENCY_ADMIN role to allow users with that role to view, modify, and transfer Performance Notes but not include access to development documents.
 - SR 7973 – This SR will create a new security role that will provide agencies with the ability to assign view access to key fields for users designated to respond to Public Information requests.
 - SR 7974 – This SR will modify the TX_SS_MANAGER_EPM role to remove the ability to delete documents and to add new functionality to allow managers to request cancellation of documents based on five pre-defined reasons for cancelling.

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

- Deploying agencies: TLC, LRL, GOV, SOS, TESRS, BRB, TVC, TBAE, TBPE, CUD, TBPB, TBCE, TJJD and TPWD.
- The project is green and on track for go-live on July 16, 2018.
 - Production agencies are scheduled to upgrade to the new image on Monday, July 9.
- Hazardous Duty risk has been fully tested and those issues have been resolved.
- The next report at the July User Group meeting will be post-Go-Live updates and information.

VIII. Project Update: Recruit FY18 Deployment (Alison Williams)

- Deploying Agencies:
 - Release 1: SOAH, TCOLE, RRC, and TAHC.
 - Release 2: TDI, OIEC, TMD, TEA, and TMB.
- Release 1 deployed on May 21, 2018.
 - Post-production support continues for the Release 1 agencies.
- Release 2 is on track for go-live on August 20, 2018.
 - Key activities in the next 30 days:
 - Complete System Test
 - Begin UAT – Kickoff meeting is scheduled for July 16.
 - Functional Design Documents (FDDs) are complete, including the Report FDDs.
 - System Test prep has been completed.

- Agency Partnership meetings have been completed and the Support Team is now assisting agencies in planning their training programs.

IX. Adjourn

- The next User Group meeting will be on July 24, 2018.
- There will be a Multi-System User Group meeting following the July 24 HR/Payroll User Group.