

CAPPS
HR/Payroll User Group
Tuesday, February 26, 2019
9:00 a.m. – 11 a.m.
Travis Building, Room 1-100

Meeting Minutes

I. Welcome (Andrea Smith)

- Roll call was taken for Conference Call attendees.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, please send an email to the CAPPS Governance and Communications Team at CAPPS.GTT@cpa.texas.gov.
 - Micah Smith is a new member of the CAPPS Governance & Communication team.

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

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 02/26/19** document was reviewed.
 - There were 681 active SRs and 151 were considered high. There were no critical SRs.
 - For the month of January, there were 554 SRs opened and 612 closed.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 02/26/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - Key Items to Note:
 - SR 7974 – The CAPPS Support Team is working with Security to perform System Testing of the modifications to change the manager access in the Performance Management module.
 - SR 8847 – The enhancement to make changes to the Requisition Details Report in Performance Management has been completed and was migrated to Production on January 30.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 02/26/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 10896 – The ACA activity is almost completed. The CAPPS Support Team is in the final phase of completing the electronic submission to the IRS on behalf of all agencies.

III. Production Update: FMLA Updates & Timeline (Andrea Smith)

- The CAPPS Production Support Team is working on a major overhaul of how FMLA is managed in the CAPPS system, making FMLA tracking easier for both administrators and employees.
 - A few short-term changes have already been made to reports and certain pages.
 - The project is now in the Build Phase.
 - UAT is planned for late March or early April. Additional information will be provided as dates are confirmed.
- FMLA Balance page will be available to both employees and administrators.

IV. Production Update: OCI UAT & Updates (Chelsa Vinklarek, Ivan Mazoch)

- The **CAPPS OCI Environment Overview 02/26/19** presentation was provided to participants.

- The CAPPS OCI Project is on time and on schedule to be deployed to Production on April 1, 2019.
 - The transition will occur over the weekend of March 29-31. Downtime for that weekend will be communicated via the CAPPS Communications process.
 - The Recruit and Learn modules are hosted via Oracle and will not be directly impacted by the OCI migration.
- The following testing has been completed:
 - System Test of new OCI Non Production Datacenter completed January 4.
 - CPA CAPPS Team testing of new OCI Non-Production Datacenter completed January 5.
 - OCI System Test of new OCI Production Datacenter completed February 1.
- CPA CAPPS Team final testing of new OCI Production Datacenter is in progress and expected to be completed by March 6.
- The CAPPS IT Team is requesting that all Agencies perform an additional OCI Network Connectivity Test.
 - This is needed due to a change from the Oracle Load Balancer (LBaaS) to the Fortinet Load Balancer.
 - An email was sent on February 25 with details. The deadline to complete this testing and provide results back to the CAPPS IT Team is March 8.
- CAPPS Agency User Acceptance Testing (UAT) in the OCI Data Center will begin with two kick-off meetings scheduled for March 6 and March 7. Agencies UAT testers only need to attend one of those meetings.
 - OCI UAT testing will be performed in the CAPPS Production OCI Environment (PRD1).
 - This link will be sent to CAPPS Agencies on March 8 but should not be used until March 11.
 - The new OCI UAT1 URL will be sent at the same time with the same guideline.
 - CAPPS Data in OCI Production environments for this test will be a Production copy from Wednesday February 27, 2019.
 - UAT Testers will need to clear their cache when switching between the environments.
 - Queries should not be impacted by this change.
 - NOTE: The old URL will not redirect automatically to the new one. There will be a message with the new URL provided but it will not happen automatically, and eventually the old URL will be completely shut down.
 - OCI UAT will have a different color scheme during this phase so users can easily distinguish between OCI and the current environment.
 - Sample test scenarios will be provided and agencies need to make sure they have worked through all these to ensure that all pages and access points are working correctly.
 - Enter all OCI UAT defects in ASP Solution Center. The short description of these tickets should begin 'OCI -'. Example: "OCI - Cannot connect".
- CPA is retiring its current Electronic File Transfer (EFT) server and replacing it with new high volume EFT servers.
 - Testing will begin March 11 with Go-Live planned for April. The current server will be fully decommissioned as of May 1.
- Key Impacts to Agencies:
 - All environment URLs are changing.
 - All bookmarks will need to be reset.
 - All favorites will be purged because the URLs that they are based on will have been removed/changed to the new OCI URLs.

- Ivan Mazoch is the primary point of contact for this project.
 - Questions or concerns can be submitted via an Information SR in the ASP Solution Center, or email capps.cpa.it.team@cpa.texas.gov.
 - For SRs, please make sure that the first word of the Short Description is “OCI” – this will ensure it gets routed correctly and quickly to Ivan’s team.
- ALL CAPPs Production Environments Will be down starting Friday March 29 at 5:00 p.m. until Monday April 1 at 7:00 a.m.
- Agencies are responsible for communicating new URLs to their Agency staff.
- Should you attempt to access CAPPs through the old URL, you WILL NOT be redirected.
- The CAPPs System will look and function the same after the Datacenter migration to OCI. Users should not see a difference other than the changes to URLs.
- CAPPs access will not work on Internet Explorer 11, please use Chrome or Edge in place.
- Assure all your employees know to clear cache before using new URL or you will find it to be inconsistent.

V. Project Update: HR/Payroll FY19 Deployment (Rusty Charlton)

- The **CAPPs FY19 HR/Payroll Agency Deployment Project Dashboard 02/26/19** document was reviewed.
- The project is green and on track to deploy fourteen (14) new agencies on CAPPs HR/Payroll on July 15, 2019.
 - Current Production agencies will see new code changes on July 8.
- Mock 3 conversion completed today and Mock 4 will begin next week. The team is in the middle of System Test this week.
- The CAPPs Team is preparing for Payroll Reconciliation testing.
- Prep work for UAT is in the beginning stages – more to come as we get closer to that phase.

VI. Project Update: Recruit FY18 Deployment (Martin Dassi)

- The **CAPPs FY19 Recruit Agency Deployment Project Dashboard 02/26/19** document was reviewed.
- The deployment will occur in two releases – the first on March 15 and the second on May 25.
- Both releases are green and on track – overall, all is going very well.
- Milestones:
 - Conference Room Pilots (CRPs) and Configurations have been completed.
 - Release 1 Design and Build have been completed.
 - Release 1 Design has been completed and Release 2 will begin within the next 30 days.

VII. Discussion Topic: Employee Direct Transfers (Stacey Hassin)

- The **CAPPs HCM Direct Transfers Desk Aid 02/26/19** document was provided to participants.
- Losing and Gaining on CAPPs Custom hire issues a lot of tickets so that is why it is a current topic.
- Agencies are advised to enter a Service Ticket for any Recruiting questions. This presentation does not include any information specific to the Recruit Module.
- If an agency is the gaining agency, please be aware that the Losing Agency will not terminate while you are trying to hire. The Gaining Agency must have the Losing Agency put in a ‘065’ if the employee is a transfer.
 - If the Losing Agency does not or will not do this, the Gaining Agency should call the help desk for assistance in making this code change.

- For benefits set up, one cannot get benefits until the Losing Agency sends info to ERS.
- The information will not go to SPRS if more than one code is entered into the system within the same day.
 - If you enter code 010 today and within a few hours you enter a 012, the error will occur. However, if you wait 24 hours to make the change, then the system will make the correction and it will update to SPRS correctly.

VIII. Meeting Close

- The next User Group meeting is on Tuesday, March 26, 2019.