

CAPPS
HR User Group
Tuesday, September 24, 2019
9:00 a.m. – 11 a.m.
Travis Building, Room 1-111
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.CGC.BA@cpa.texas.gov.

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

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 09/24/19** document was reviewed.
 - In August, there were 945 active SRs with 156 in high priority status.
 - There were 693 tickets opened and 667 tickets closed for August. There were no critical SRs.
 - With FYE ending there is an increase in tickets. Following the end of FYE tickets were opened to assist with Payroll and Time and Labor processes. There is a transition in support for deployed agencies causing an uptick in tickets. The uptick is also related to new agencies working through our modules and systems. 201 tickets were from new agencies.
 - CAPPS has rolled out FMLA functionality and followed by clean-up effort for agencies, as needed.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 09/24/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 11815 is a Performance Management module to bypass the nightly processes when a document is transferred from one manager to another. This SR is In Work.
 - SR 8873 is a Performance Management module to allow all managers to view the document for employee reports, the comments field will no longer be hidden. This SR is In Work.
 - SR 3023 is a Time and Labor module to give access to Super Users for Query Manager for the employee query. This SR is In Work.
 - SR 13819 is a Recruiting module to show employee history start and end dates when using CAPPS Career Sections. This SR is in Acceptance Testing.
 - SR 8889 is a Performance Management module to modify security permissions to allow managers/agency admin to modify or delete attachments. This SR is In Work.
 - SR 5046 is a Reports module to create a query to show end balance for overtime on a request date. This SR is in System Test.
 - SR 205 is a Payroll module to add direct deposit or W4 add/change warning message before the employee accepts the change. This SR is In Work.
 - SR 12642 is a Recruiting module to update Recruit so the Job Submission tab will display upon selecting the candidate. This SR is in Acceptance Testing.
 - SR 4058 is a Reports module for a new query that will allow users redistribution of items all at once, in one place. This SR is in System Testing.

- SR 13802 is a Recruiting module, the ask is to require amount on the salary offer, a value of zero being accepted. This SR is in Acceptance Testing.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 09/24/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 408 is a Time and Labor module for CAPPS to award accruals to employees who are mid-month direct transfers. This SR is in System Test.
 - SR 12115 is a Performance Management module for the agency administrators to require additional permissions to the Performance Management queries without row limitations. This SR is Complete.
 - SR 14478 is a Time and Labor module to add warning message on timesheet when FLEXS are entered. This SR is in Assigned status.
 - SR 14903 is a Payroll module to populate the Entitlement and Distribution tables with the same amounts as their corresponding Payroll and Distribution tables. This SR is in Assigned status.
 - SR 16114 is a Reports module to make the schedule Override Information Table multi-tenant so they may see the various scheduled activity as well as what employees are working on, and when. This SR is in System Test.

Upcoming Vote: SRs Submitted to Governance (Andrea Smith)

- The **CAPPS SRs Submitted to Governance 09/24/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 10476 is a Learn module to give access to Training Administrators and Coordinators for changes to courses and messages.
 - SR 15390 is a Learn module and the ask is to give permission to delete BI Reporting functional for training coordinator and Administrators.

III. Production Update: Management-to-Staff (MSR) and FTE (Lindsey Talley)

- An email was sent for information on this Report from CAPPS Governance & Communication Team on September 13.
- If you have any questions, please have your agencies Level 1 Support Staff reach out to the Help Desk.

IV. Production Update: Fiscal Year End (FYE) Wrap-up (Stacey Hassin/Cheryl Groeninger/Lori Eli/Adrienne Rogers)

- For FYE there are very few outstanding tickets at the moment.
- For retroactive transactions agencies will need to remove the FY row and then add the FY20 row. If agencies need assistance, feel free to reach out and the CAPPS team can assist.
- For retroactive transactions you will need to correct the history to remove an item in job data. To do so you will exit the record, and then get back in to the record-otherwise it will not go to SPURS.
- For the October 1 payroll CAPPS will need agency's budget information as soon as possible. There are outstanding agencies that have not started payroll or have not completed payroll, this is due. Please note that many agencies have experienced USAS failures.
- For insurance salary file, ABBR issues have been fixed. For the summer enrollment file, make sure benefits in ERS/CAPPS match.
- Out of 72 agencies roughly 85% have completed FYE role processes. Agencies need to complete this by September 30.

- For the Sick leave pool process, if this is not completed in time there will be no sick pool hours for the new Fiscal Year.

V. Project Update: HR/Payroll FY20 Deployment (Diana Urban)

- The **CAPPS FY20 HR/Payroll Agency Deployment Project Dashboard 09/24/19** document was reviewed.
- The project is green, and the project is on track. For the July 13, 2020 is the Go-Live date.
 - 10 agencies are set to Go-Live in 2020.
 - Training activities are planned throughout the year.
- Key items in the next 30 days:
 - Conducting discovery session with agencies.
 - Beginning configuration environment preparations.
 - Develop phase 1 functional design documents.
 - Planning training and prepping training materials.

VI. Project Update: FY20 Recruit (Martin Dassi)

- **The CAPPS FY20 Recruit Project Dashboard 09/24/19** document was reviewed.
- The project is green and on track. For the May 28, 2020 is the Go-Live date.
- Key Items in the next 30 days:
 - CAPPS is beginning discovery sessions. A Project Management kick-off and overview meeting scheduled on October 3.
 - CAPPS is set to Complete Gap Analysis Phase 1.
 - CAPPS on-boarding with CPA is beginning configuration and completing discovery sessions.

VII. CAPPS Production Update: Emergency Leave (Adrienne Rogers)

- On September 26, 2019, Fiscal Management staff will load leave data to the Emergency Leave Reporting web application on the agency's behalf, based on the leave data captured in CAPPS. Please review and validate the reported leave information before completing the certification statement. If any changes to the reported information are needed, it is necessary to make correcting entries in the applicable system. Then agencies must contact the CAPPS help desk by creating a SR in the ASP Solution Center, or your USPS representative to reload to the web application. The Emergency Leave Data uploaded for all CAPPS agencies on September 26.
- Prior to the upload of the Emergency Leave Data, we encourage agencies to run the **TX_TL_SB73_EMERGENCY_LEAVE_RPT** query between now and September 25 to reduce the level of effort that will be needed before they may certify in order to meet the October 1 deadline.
- CAPPS has updated the Web application tool updates and formatting changes and it will now accept larger files. If you are unsure if your large files will load CAPPS Team will need to know about your data to determine if it can be uploaded in one batch.

VIII. Meeting Close

- The next User Group meeting is on Tuesday, October 22, 2019 in the Travis Building, Room 1-100.