

CAPPS HR/Payroll User Group Meeting Minutes

Tuesday, April 28, 2020

9-11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- This is a Webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC@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 04/28/20** document was reviewed.
 - In March, there were 761 active SRs with 150 in high priority status. There were no critical SRs.
 - As shown on the Trend chart, there were 653 SRs opened and 629 closed in March. The numbers are trending slightly high due to an abundance of informational tickets in response to COVID-19. We have been working with agencies to implement FFCRA and a new emergency leave time reporting code (TRC).
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 04/28/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 04/28/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Upcoming Vote: SRs Submitted to Governance (Rebecca Kelley)

- **The CAPPS HR/Payroll SRs Submitted to Governance 04/28/20 document was reviewed.**
 - SR 20459 is for the Recruiting module. The request is to send the standard notification for the "Posting About to Expire" message four days instead of three days before the job posting expires.

IV. Project Update: HR/Payroll FY20 Deployment (Jay Ingram)

- The **CAPPS FY20 HR/Payroll Agency Deployment Project 04/28/20** document was reviewed.
- The project is green and on track. The Code Move date is July 6, 2020. The Soft Go-Live date is July 13, 2020. Project is 68% complete.
- Key items in the next 30 days:
 - Executive Sponsor Calls
 - User Acceptance Testing begins May 11, 2020

V. Project Update: FY20 Recruit (Jay Ingram)

- The **CAPPS FY20 Recruit Project Dashboard 04/28/20** document was reviewed.

- The project is green and on track. The Go-Live date is May 28, 2020. Project is 81% complete.
- Key Items in the next 30 days:
 - Agencies performing User Acceptance Testing
 - Deployment team supporting UAT efforts
 - TWC interface file testing

VI. Project Update: FY20 ELM (Jay Ingram)

- The *CAPPS FY20 Recruit Project Dashboard 04/28/20* document was reviewed.
- The project is green and on track. There are two deploying agencies. The Go-live date was April 6, 2020. Project is 97% complete.
- People are actively using the system and there has been an increase of enrollment in web-based training.
- Key Items in the next 30 days:
 - Post Deployment Support

VII. Discussion Topic: New Dashboard Update (Chelsa Vinklarek)

- The new fluid Dashboard deployed this month. Learning how to navigate has been a learning curve for some but we are here to help everyone work through any issues.
- There will be cosmetic changes to keep the dashboard looking fresh and updated but this is the way we will navigate moving forward.

VIII. Discussion Topic: COVID-19/Families First Coronavirus Response Act Update (Chelsa Vinklarek)

- All payroll changes have migrated to Production. Thank you to everyone for processing their payroll and meeting the direct deposit deadline.
- FFCRA Informational webinars were conducted and a FAQ will be provided.
- Additional informational webinars will be held to address options for adjustments and how to process adjustments with FFCRA.
- There is an outstanding issue with respect to longevity pay in conjunction with the FFCRA leave codes on the first workday of the month. The FFCRA changes were prioritized to prevent a delay in changes. Moving forward, the longevity pay changes will be migrated and fixed as a part of phase II, so the user does not have to manually enter longevity pay.

IX. Discussion Topic: Deployment Mods (Deployment Team)

- Deployment Mod information will be updated and distributed.
- There are ten agencies going live July 13th with changes being made into CAPPS Productions July 6th. Agencies will have an opportunity to test in UAT environment and relay any issues.
- PeopleTools Upgrade: We are continuing to provide enhancements to PeopleTools upgrade to look more modern.
- Several SRs are for legislative agencies only: therefore, there is no impact to CAPPS Productions Agencies.
- SR-20896 allows agencies to grant partial days for agency holidays. The holiday rules have been adjusted to grant partial days, set up for any hours between one and eight. The hours will still be pro-rated according to the employee's standard hours.

- SR-17280 modified the employee, manager, time administrator and super user timesheets to add functionality to show hours worked and taken total on timesheet by day. This is to manage the time entries for agencies federally funded or employees required to use federal tasks for their hours.
- Fluid Navigation Changes: New dashboards and tile collections were added for more efficient navigation and functionality.
- SR-18200 includes a Payroll checklist added to CAPPs. Agencies can now extract checklist details from the system. This functionality will replace the current process requiring period spreadsheet updates from CPA.
- Project Costing Modifications: This module crosses CAPPs Financials and HR/Payroll. Changes were made on HR side to support Financial needs. The following chartfield values can be made available to agencies using the Project Costing functionality: Business Unit PC, Activity ID, Resource Type, Resource Category and Resource Sub-Category. These only impact agencies using it.
- Manager Self-Service Full Workflow Changes: The Manager Self-Service Full Merit and One-Time Merit Workflow has been modified for the Complex Option only. Agencies currently in production are using Simple Flow. Using MSS Full, there are now three options available: Simple, Medium and Complex. A report can be created in pdf or excel to allow agencies to extract information related to MSS Full merit and One-Time merit transactions.

X. Discussion Topic: User Acceptance Testing for FY20 Mods (Jay Ingram)

- UAT Dates are Monday, May 11th through Friday, June 26th. UAT2 will be available for HUB Agencies starting Monday, June 1st.
- Tester Profile: It is recommended for CAPPs HR/Payroll users that are in the system on a regular basis, not recommended for training new hires.
- UAT3 is the environment you will be testing in.
- UAT3 is not a substitute or copy of UAT1. All information is separate. UAT3 is a new enhancement with changes available to use.
- Communications will be sent to HR/Payroll Level 1 Support with a list of modifications, scripts and test scenarios prior to the start of UAT.
- Scope of Testing: All testing is greatly appreciated. There are three levels of testing: high, medium and low. High is testing your current day to day business practices. Once you are comfortable with that, then work on Medium. Medium is testing new enhancements and becoming familiar with the new system functionality. Low testing is trying to break the system. This is your chance to put the new changes to the test.
- Issue Logging: Please log all UAT3 issues into HCM UAT ASP. Submit one ticket per each defect found in the FY20 Image and Tools upgrade to correctly track each issue. This environment is to log issues for defects you found in the UAT3 environment only, do not submit production issues here. UAT1 will remain as is to continue production.
- UAT3 is currently not available until UAT has started. Communications will be sent prior to May 11th with the URL and a set of scenarios to test.

XI. Discussion Topic: Changes to Level 1 / ASP Access (Chelsa Vinklerek)

- It has been brought to our attention there are people in ASP that are not listed as a Level 1. Level 1s should be the only allowed individuals with access to submit tickets in ASP. There will be a “list scrub” towards the end of May for the removal of non-Level 1s from ASP. First, Steering Committee will be notified of the communications to be sent. Then a list of people we intend to remove from ASP will be sent to Security Coordinators at each agency and they will verify if the list is correct or if changes need to be made.
- Helpful Questions and Answers:
 - Who is an Agency Level 1? Agency Level 1s are individuals who will serve as a part of your internal Help Desk Support team for CAPPs. As a Level 1, they will have the authorization to escalate problems and initiate requests for system enhancements. These individuals must be knowledgeable about CAPPs and your agency business processes. They will attempt to resolve issues at the agency level prior to submitting a ticket in ASP. If an issue cannot be resolved at the agency level, it will be escalated to the CAPPs Help Desk.
 - How many people can be on my Help Desk? The number of Agency Level 1 Help Desk contacts depends on the agency size. Agency size is defined as: small agency has 100 full time employees or less. Medium agency is defined as 101 to 1,000 employees. Large agency is defined as 1,001 or more full time employees. Small and medium agencies are allowed four Level 1s per tower and large agencies are allowed eight Level 1s per tower. Example: A small or medium-sized agency may have four Level 1s for HR/Payroll and four different Level 1s for Financials.

XII. Upcoming Meetings

- Thursday, May 28, 2020 (Joint meeting with CAPPs Financials User Group)
- Tuesday, June 23, 2020