

CAPPS Combined — User Group Meeting Minutes
Thursday, May 28, 2019
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: Financials Support Requests (SRs) (Anthony Martin)

- **SR Summary and Trend Report**
 - The ***CAPPS Financials Summary and Trend Report 05/28/20*** document was reviewed.
 - In April, there were 770 active SRs with 312 in high priority status.
 - As shown on the Trend chart, there were 359 SRs opened and 400 closed in April.
- **Governance Approved Enhancements**
 - The ***CAPPS Financials Governance Approved SRs 05/28/20*** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The ***CAPPS Financials Required Maintenance 05/28/20*** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

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

- **SR Summary and Trend Report**
 - The ***CAPPS HR/Payroll Summary and Trend Report 05/28/20*** document was reviewed.
 - In April, there were 777 active SRs with 121 in high priority status.
 - As shown on the Trend chart, there were 583 SRs opened and 584 closed in April.
- **Governance Approved Enhancements**
 - The ***CAPPS HR/Payroll Governance Approved SRs 05/28/20*** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The ***CAPPS HR/Payroll Required Maintenance 05/28/20*** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

IV. Project Update: FIN FY20 Deployment (Nyguel Sanders)

- The ***CAPPS FY20 Financials Agency Deployment Project 05/28/20*** document was reviewed.
- The project is green and on track. There are eight deploying agencies. The Code Move date is July 6, 2020. The Soft Go-Live date is Aug. 10, 2020. The implementation date is Sept. 1, 2020.
- Key items in the next 30 days:
 - Completed Conference Room Calls
 - Completed Executive Sponsor Calls
 - User Acceptance Testing

V. Project Update: HR/Payroll FY20 Deployment (Karl Thomason)

- The **CAPPS FY20 HR/Payroll Agency Deployment Project 05/28/20** document was reviewed.
- The project is green and on track. There are ten deploying agencies. The Code Move date is July 6, 2020. The implementation date is July 13, 2020.
- Key items in the next 30 days:
 - User Acceptance Testing
 - Continue System Testing
 - Agency Cut Over Meeting scheduled for May 28

VI. Project Update: Recruit FY20 Deployment (Jay Ingram)

- The **CAPPS FY20 Recruit Agency Deployment Project 05/28/20** document was reviewed.
- The project is green and on track. There are four deploying agencies. The implementation date is May 28, 2020.
- Key items in the next 30 days:
 - Pre-deployment setup and configuration
 - Interface File Testing
 - Cutover Tasks begin on May 27
 - Post Deployment Support

VII. Discussion Topic: FTE Updates (Stacey Hassin)

- The **CAPPS HR FTE Updates to POS and Job Data Desk Aid** document was reviewed.
- With the introduction of the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief and Economic Security (CARES) Act, which resulted in a new custom job in the pay calculation, having an accurate record of an employee's FTE in Position Data is critical for proper system processing. A desk aid and a discussion on how to make these updates was provided.

VIII. Discussion Topic: FFCRA and Phase 2 (Saundra Farley)

- Phase One was implemented in April for Time and Labor, FMLA & Payroll. Phase Two was implemented in May and is for Payroll only.
- Production Support hosted two additional webinars covering supplemental payments, retro changes for prior pay periods, an updated desk aid with Phase II modifications as well provided agencies a FFCRA Q&A document.

IX. Discussion Topic: UAT Update (Jay Ingram)

- Testing is now in UAT3 and the link was shared after the previous User Group meeting. For Production testing if you are finding any issues please log them in the UAT ASP environment.

X. Discussion Topic: CAPPS Financials Fiscal Year End and New Year Setup Activates (Johnathan Oberhoff and Keith Parker)

- A high-level review is being shown today, but the Desk Aid we shared has more details and information.
- Please create a SR if you have any questions or concerns.
- September 1, 2020 is the new budget date, but please check the Desk Aid for specific dates for different processes.

XI. Upcoming Meetings

- Tuesday, June 23, 2020 for HR/Payroll User Group
- Thursday, July 25, 2020 for Financials User Group