

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, Sept. 22, 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, email 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 09/22/20* document was reviewed.
 - In Aug., there were 938 active SRs with 191 in high priority status.
 - As shown on the Trend chart, there were 640 SRs opened and 520 closed in Aug.
 - Tickets for PDF Earning Statement requests were opened causing a trend up in the SR numbers.
- **Governance Approved Enhancements**
 - The *CAPPS HR/Payroll Governance Approved SRs 09/22/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The *CAPPS HR/Payroll Required Maintenance 09/22/20* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Project Update: CAPPS FY21 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The *CAPPS FY21 HR Payroll Agency Deployment Project Dashboard 09/22/20* document was reviewed.
- The project is green and on track.
- There are seven agencies that will deploy this year.
- The Code Move date is Jul. 05, 2021. The implementation date is Jul. 12, 2021.
- Key items in the next 30 days:
 - The Kickoff meeting is complete.
 - The Review sessions are complete.
 - Continue the Discovery sessions.
 - Prepare for the Gap analyses and prototyping.

IV. Project Update: CAPPS FY21 Recruit Agency Deployment Project Dashboard (Jay Ingram)

- The *CAPPS FY21 Recruit Agency Deployment Project Dashboard 09/22/20* document was reviewed.
- The project is green and on track.
- Deploying full Recruit functionality to four agencies. Three agencies who are already using Recruit are going to deploy the Onboarding module.

- The implementation date is May 12, 2021.
- Key items in the next 30 days:
 - Pre-deployment setup and configuration.
 - The Kickoff overview meeting is complete.
 - Prepare the environments for Discovery sessions.
 - Agency Discovery Sessions with the Recruit agencies.

V. Discussion Topic: Deferral of Payroll Tax Obligation (Stacey Mince)

- On August 28 the IRS issued their guidance. CAPPs began analysis and timeline for the implementation. Based on the factors, no changes were made. CAPPs announced this on FMX along with information about the deferral.
- This link was shared at the meeting: <https://fmx.cpa.texas.gov/fmx/index.php>

VI. Discussion Topic: FYE Wrap-up / New Year Processing Update (CAPPs Production Support Team)

- Below are the important dates shared at the meeting:
 - Sept. 23 – Deadline for submitting the Report Acknowledgement Form for the Veteran Workforce Summary Report for the Fourth Quarter.
 - Sept. 24 – Deadline for submitting the Report Acknowledgement Form for the receipt of the Preliminary Annual Report (Statewide Hiring Practices).
 - Sept. 25 – Deadline to review and validate the reported emergency leave information in the TX_TL_SB73_EMERGENCY_LEAVE_RPT query.
 - Sept. 25 – Deadline for submitting final Federal BLS.
 - Sept. 29 – Any corrections in CAPPs that will affect the Annual Report (Statewide Hiring Practices) need to be completed by 4:30 P.M.
 - Oct. 1 – Final Annual Report (Statewide Hiring Practices) will be produced and sent to TWC and will be available via electronic file transfer (EFT) at your agency.
 - Oct. 1 – Deadline to certify Emergency Leave Data, via the Web Application Tool.
- Agencies may support their favorite charities through a payroll deduction beginning Sept. 1, 2020 through Oct. 31, 2020. You may also visit www.secctexas.org for more information.

VII. Discussion Topic: New FMLA Holiday TRC (Allen Varghese)

- Below are highlights and important information shared at the meeting:
 - Agencies may refer to SR 22409 for the FMLA holiday calculation (HCM6785).
 - In addition to the FMLA eligible TRCs, the new TRC named FMLAH was created to track holidays. Please note that FMLA can only be used on official agency holidays.
 - The automated calculation of FMLA holiday hours by the FMLA balance process will be removed after the implementation of SR 22409.
 - Agencies are responsible for entering the holiday hours on the timesheet using the FMLAH TRC or other FMLA eligible TRC to deduct the FMLA available balance.
 - If an employee is on intermittent FMLA leave with a begin date of 09/01/2019 or greater, the system will automatically remove the holiday hours counted towards this employee following the implementation of HCM6785.
 - The new TRC, FMLAH, can only be used on a holiday defined in 'TEXAS' HOLIDAY_SCHEDULE or Agency specific HOLIDAY_SCHEDULE with an FMLA ID.

- CAPPs will assist to identify employees if requested through a ticket. CAPPs has the ability to run the reports on this for an agency and to customize the setting. Such as only allowing Super Users to make the decisions for your agency in place of the employees.
- CAPPs expects this to go into production before the next holiday, Nov. 11. Once we have a confirmed timeline, we will update the SR to reflect this.
- The FMLA Desk Aid was updated and attached to the meeting invite. You may request this from CAPPs Governance and Communication Team or through an SR.

VIII. Upcoming Meetings

- Tuesday, Oct. 27, 2020
- Thursday, Nov. 19, 2020 (Combined meeting with Financial User Group)