CAPPS HR/Payroll & Financials — User Group Meeting Minutes
Thursday, Feb. 25, 2021
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.
     o 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: Financials Support Requests (SRs) (Anthony Martin)
   • SR Summary and Trend Report
     o The CAPPS Financials Summary and Trend Report 02/25/21 document was reviewed.
       ▪ In January, there were 642 active SRs with 158 in high priority status.
       ▪ As shown on the trend chart, there were 311 SRs opened and 386 closed in January.
   • Governance Approved Enhancements
     o The CAPPS Financials Governance Approved SRs 02/25/21 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and bolded.
   • Required Maintenance
     o The CAPPS Financials Required Maintenance 02/25/21 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and bolded.
       ▪ SR 19436 is a request to update the USPS Interface to avoid frequent failures that required agency and CAPPS support intervention.
       ▪ This allows Journals to be loaded and error notifications to be generated and sent to users. This SR is now in Acceptance Testing status.
       ▪ This only affects agencies using USPS. Due to recent inclement weather, the User Acceptance Testing (UAT) dates have been extended until the end of March.

III. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)
   • SR Summary and Trend Report
     o The CAPPS HR/Payroll Summary and Trend Report 02/25/21 document was reviewed.
       ▪ In January, there were 779 active SRs with 72 in high priority status. There were two critical SRs.
       ▪ As shown on the trend chart, there were 660 SRs opened and 686 closed in January.
   • Governance Approved Enhancements
     o The CAPPS HR/Payroll Governance Approved SRs 02/25/21 document was provided to attendees but was not reviewed during the meeting because there were no SR status updates since the last user group meeting.
   • Required Maintenance
     o The CAPPS HR/Payroll Required Maintenance 02/25/21 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and bolded.
       o SR 26120 is for the Recruit upgrade, Release 20D.2. This SR has moved to Complete status.
IV. Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nyguel Sanders)
  • The CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard 02/25/21 document was reviewed.
  • The project is green and on track for both the soft go-live date (Aug. 09, 2021) and the implementation date (Sept. 01, 2021).
  • Key items:
    o This project is now at 55% completion.
    o The CAPPS team continues to:
      ▪ Hold the configuration/prototyping sessions. Each agency receives assistance with the set-up and a demonstration.
      ▪ Move forward with phase 2 of the system test.
    o To help identify and outline security with the deploying agencies, the agency security worksheets are reviewed.

V. Project Update: CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)
  • The CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard 02/25/21 document was reviewed.
  • The project is green and on track for both the code move date (July 08, 2021) and the implementation date (July 12, 2021).
  • Key items:
    o This project is now at 52% completion.
    o Mock 2 conversion is complete.
    o Held the deployment training kickoff meeting on Feb. 1.
    o Mock 3 conversion has begun and is near completion as of this week.

VI. Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)
  • The CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard 02/25/21 document was reviewed.
  • The project is green and on track for the implementation date (May 12, 2021).
  • Key items:
    o This project is now at 80% completion.
    o Preparing scripts for UAT.
    o Granted early access to non-production environments.
    o Moved UAT date to March 8 due to the Identity and Access Management (IAM) schedule change.

VII. Project Update: CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard (Diana Urban)
  • The CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard 02/25/21 document was reviewed.
  • The project is green and on track for the UAT dates (April 12 — May 21, 2021) and the implementation date (June 7, 2021).
  • Key items:
    o The project is now at 65% completion.
    o The CAPPS team is near completion of the build.
    o Continuing with environment integration with IAM.
    o Preparing for UAT.
    o Continuing with organizational change management and support preparation.
VIII. Discussion Topic: Calendar Year-End (CYE) Update (Rob Heckler)

- The 1095-C out to employees and post marked on March 2. Totals are due on March 31.
- Electronic consent for ACA and 1095-c are not being selected by many agencies.
  - Agencies should communicate this option and encourage electronic consent.
  - Electronic consent means employees will receive an electronic copy, instead of a paper copy.

IX. Discussion Topic: IAM/TDIS Project Update (Chelsa Vinklarek)

- As discussed in the January user group meeting, the revised project plan removes the need for the constituent account — users are only required to enter their email to begin the registration of their IAM account.
- Revised go-live date is June 7, 2021 and UAT is now scheduled to begin on April 12.
- This implementation impacts all CAPPS users since the IAM/TDIS login is the only way to access CAPPS once IAM is deployed. It is critical for each agency to ensure messaging is broadcast to all its users.
- Key points include:
  - The IAM/TDIS implementation only alters the login process to enter CAPPS — System navigation and functionality are not impacted by this new security process.
  - Initial registration is required — additional information about the registration process will be included in March’s user group meeting.
  - Users will have the option to save a device when logging in. The device being saved is the computer and browser combination used when logging in (for example: a laptop + Google Chrome browser). If the user logs in from the same laptop but uses a different browser, it is saved as a different device/browser combination — users can save up to five device/browser combinations.
  - The CAPPS IAM project team are developing template emails, a training video, and other communications for agencies to use with their own go-live preparations. Agency Security Coordinators and Level 1 staff will receive targeted communications and other supporting materials as they are developed.
  - IAM/TDIS implementation affects terminated employees. Each agency is responsible for messaging this information to its terminated employees. The CAPPS team will provide templates to assist with this.
  - Agencies will be able to assist in password resets.
    - The Delegated Admin (DA) console will be available for select agency to complete passwords resets and unlock users.
    - DA is a separate application outside of CAPPS.
  - TDIS will have two agency-facing environments:
    - **Production**: includes HCMPRD1, FINPRD1, ELMPRD1, HCMRPT1, and FINRPT1. Additionally, Recruit, Learn and BOBJ are part of Production.
    - **Stage**: HCMUAT1, FINUAT1, ELMUAT1, HCMMNT1, FINMNT1, ELMMNT1. Additionally, Recruit, Learn and BOBJ are part of Stage.
    - Single Sign-On (SSO) will exist in both groups but will not work between Production and Stage.
    - Passwords and profiles between TDIS Production and Stage will not be copied or replicated. They are managed separately.
    - Designing a configuration for a switch that enables or disables this for HUBs.
    - Password resets will be required every 60 days for both IAM environments, Production and Stage.

X. Upcoming Meetings

- Thursday, March 25, 2021 — Combined CAPPS HR/Payroll and Financials User Group meeting.