I. Welcome (Andrea Smith)
   • User Group meeting materials are posted on FMX.
     o To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CG.C.BA@cpa.texas.gov

II. Production Update: Financials Support Requests (SRs) (Anthony Martin)
   • SR Summary and Trend Report
     o Reviewed the CAPPS Financials Summary and Trend Report 04/29/21 document.
       ▪ In March, there were 404 active SRs with 78 in high priority status.
       ▪ The UAT and IAM efforts accounted for the uptick in opened tickets. As shown on the trend chart, there were 503 SRs opened and 633 closed in March.
       ▪ Just over 200 HX recycle SR’s there closed in March. Those completions continue to track very steady as we continue to work with agencies to address tickets related to HX recycle reporting.

   • Governance Approved Enhancements
     o Reviewed the CAPPS Financials Governance Approved SRs 04/29/21 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
       ▪ SR 18133 is an Accounts Payable (AP) module that adds more queries to the accounts payable work center that allows for easy access to important information. This SR is Complete and has moved into Production.

   • Required Maintenance
     o Reviewed the CAPPS Financials Required Maintenance 04/29/21 document. 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
     o Reviewed the CAPPS HR/Payroll Summary and Trend Report 04/29/21 document.
       ▪ There were 714 active SRs with 66 in high priority status in March.
       ▪ As shown on the trend chart, there were 720 SRs opened and 701 closed. The IAM and UAT efforts accounted for the uptick in opened tickets in March’s tickets.

   • Governance Approved Enhancements
     o Reviewed the CAPPS HR/Payroll Governance Approved SRs 04/29/21 document.
       ▪ SR 24243 is for the Reports and Recruiting modules. The ask is to build a new report in Oracle Business Intelligence (OBI) to consolidate information from a number of sources (including CAPPS Recruit) within the reports.

   • Required Maintenance
     o Reviewed the CAPPS HR/Payroll Required Maintenance 04/29/21 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
IV. Project Update: CAPPS Fiscal 2021 Financials Agency Deployment Project Dashboard (Nygue Sanders)

- The project is green and on track for both the soft go-live date on Aug. 09, 2021 and the implementation date on Sept. 01, 2021.

- Key items:
  - This project is now at 77% completion.
  - The CAPPS team has started Mock cut-over and initiated the security load.
  - Conference Room Pilot (CRP) sessions are in progress.
  - The team continues with phase 3 of the system test. User Acceptance Testing (UAT) preparations are underway with a UAT start date of May 10, 2021.

V. Project Update: CAPPS Fiscal 2021 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The code move date is July 08, 2021. The implementation date is July 12, 2021. The project is green and on track.

- Key items:
  - This project is now at 73% completion.
  - Mock 4 conversion and system test phase 2 are both complete.
  - The Conference Room Pilot (CRP) sessions are in progress.
  - The team has completed the UAT kickoff session.

VI. Project Update: CAPPS Fiscal 2021 Recruit Agency Deployment Project Dashboard (Jay Ingram)

- The project is on track and green. The implementation date is May 12, 2021.

- Key items:
  - This project is at 87% completion.
  - The Deployment team is updating the Recruit application tables and settings to include the new agencies.
  - Configurations for the deploying agencies are being created.
  - Report changes requested by the deploying agencies are being implemented in Recruit.
  - Finalized the Fiscal 2021 Cutover check list and tasks are being worked on by the deployment teams.

VII. Project Update: CAPPS Fiscal 2021 IAM Agency Deployment Project Dashboard (Diana Urban)

- The project is green and on track.
- The UAT dates are April 12—May 21, 2021. The implementation date is June 7, 2021.

- Key items:
  - The project is now at 76% completion.
  - Build has been completed.
  - The environment integration with IAM continues.
  - The team has begun UAT and is preparing for go-live.
  - Tasks related to Organizational Change Management (OCM) are ongoing.
  - Support preparations will continue.
VIII. Discussion Topic: Financials Look-Ahead (Anthony Martin)

- As agencies are preparing for fiscal year activities and Fiscal Year-End Close activities, we want to remind users that CAPPS has Job Aids to assist with these efforts.
  - Level 1s can locate those Job Aids or be provided the requested information by opening a SR ticket.
  - We recommend users to open those tickets as soon as possible to help in planning assistance for those that may need the same information.

IX. Discussion Topic: Financials SR Moving to User Acceptance Testing (CAPPS Financials Support Team)

- SR 14612 is a Cash Receipts module — the fix adds eligible receipt to correction batch. UAT dates for this ticket are May 3–14, 2021.
- SR 15092 is a Purchasing module that will utilize a split percentage speedchart. UAT dates for the ticket are May 11–21, 2021.

X. Discussion Topic: American Rescue Plan Act of 2021 – Extension of FFCRA (CAPPS HR/Payroll Support Team)

- The American Rescue Plan Act of 2021 extends benefits under the Families First Coronavirus Response Act (FFCRA). Any remaining FFCRA leave balances awarded between April 1, 2020 and March 31, 2021 will be lost (Families First Sick Lost [FSSIL]).
- Agencies have until April 30, 2021 to ensure FFCRA paid sick leave entries, up to March 31, are complete.
  - Existing balances used on or after March 31, 2021 may create an exception (TLX00001).
  - Agencies can manually award up to 80 hours of paid sick leave to eligible employees for the new period of April 1, 2021 — Sept. 30, 2021.
- Employees using the FFCRA Time Report Codes (TRCs) will make an entry on the timesheet for any related hours. The TRCs are recorded on the timesheet the same as paid leave TRCs. FFSIA was awarded on April 1, 2021. All paid leave for Families First Sick Care Taken (FFSCT) was entered on April 10, 2021.
- Eliminated the requirement that the initial 10-day period of Emergency FMLA (EFMLA) leave for a public health emergency be unpaid.
  - As of April 1, 2021, employees can begin taking the paid EFMLA upon the start of the public health emergency event.
  - EFMLA now includes leave from additional reasons, such as an employee taking time to receive a COVID vaccine.
  - Expanded the qualifying reasons to take EFMLA to include the newly added language allowing time for vaccinations and recovery from vaccination side effects.
  - No change to the limits on the amount of FMLA time to which an employee is entitled.
- Employers are no longer exempt from the employer share of OASDI tax that is related to FFCRA leave payments. Beginning April 1, 2021, State and local governments are now authorized to claim payroll tax credits.
- CAPPS Support team is still evaluating the effect of these changes on 941 reporting and is waiting for updates from the IRS for additional information.
- Limitations on the amount of wages that are eligible for the credit are being maintained for the period April 1, 2021 — Sept. 9, 2021.
- Raised the cap on paid family medical leave from $10,000 to $12,000 (per employee), effective as of April 1, 2021.
- Additional information related to the EFMLA and American Rescue Plan Act will be included in May’s CAPPS User Group Meeting. FMX’s Families First Coronavirus Response Act (FFCRA) Guidance, FPP F.041 is up-to-date and reflects changes.
- Emergency paid sick leave remains available as an option.
XI. Discussion Topic: IAM/TDIS Project Update (CAPPS IAM Team)

The implementation of Texas.gov Digital Identity Solution (TDIS) 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 users. Key points include:

- All CAPPS users will receive an initial account enrollment email. Users must select the expiring link within 72 hours of receiving the email (not including Saturdays and Sundays).
- Delegated Administrators (DA) will be able to seamlessly navigate to the DA Console using a new tile located on Core Applications dashboard. Only DA users have access to that tile, which includes:
  - A listing of all the users at their agency, using a search feature to locate a specific employee.
  - Ability to locate other DA users, but no ability to take actions for them or reset their password.
  - DAs need to be prepared to support agency and users beginning on the morning of June 7, 2021, and agencies should ensure coordination with their IT department so that emails are recognized as valid.
  - Agencies need to identify their DAs for Production and submit the roles as soon as possible (no later than June 2, 2021).
  - Additional assistance is available for DAs by contacting the CAPPS HR/Payroll Help Desk by email at CAPPS.HELP@cpa.texas.gov or call 512-463-2277 (and select option 3).
  - Currently, CAPPS is manually approving request to add/remove DA roles — this is slated to become an automatic process.
- Three major objectives for TDIS implementation during UAT:
  - Script execution to ensure functionality is behaving as expected
  - Test your normal business processes and procedures
  - Take on DA role as you would in production environment.
- There are 6 weeks of UAT — taking place April 12 – May 21, 2021.
- UAT acknowledgment is due by May 21. Agencies must respond in the SR ticket that will be opened on their behalf.
- Employees (including terminated employees) will receive the enrollment email the morning of June 7, 2021. Additionally, users that currently have the UAT role will receive an enrollment email specific to the Production environment at go-live.
- Each agency needs to:
  - Encourage current UAT role employees to enroll on their TDIS portal as soon as possible.
  - Agencies need to identify their DAs for production and submit their request new for the TX_SC_IAM_DELEGATED_ADMIN role via SRS by close of business on June 2, 2021.
  - Complete the required test scripts within the first 2 weeks of UAT.
  - Completed the suggested scripts within weeks 3–6 of UAT.
  - Once agencies have completed their testing, note it in the SR. Following completion, weekly reporting is longer needed.
- Organization Change Management (OCM) resources have been shared. A core packet of materials was emailed to Level 1s and is also posted on FMX on the CAPPS IAM/TDIS Implementation page. A template for IAM announcement was provided in the Level 1 message. Additional documentations will be provided in the next few weeks, including desk aids for the Employee Dashboard navigation and DA console functionality.
- Agencies are responsible for ensuring that a personal email address is entered in CAPPS for users who terminate from the agency between May 17, 2021 and the go-live on June 7, 2021. Terminated users who do not have a personal email address in CAPPS will not receive the TDIS enrollment email.
- The presentation shown for IAM/TDIS at today’s User Group meeting will be posted on the FMX and distributed by email.

XII. Upcoming Meetings

- Tuesday, May 25, 2021 — CAPPS HR/Payroll User Group meeting.