I. Welcome (Saundra Farley)
   - New HR/Payroll members, CAPPS Production Support team, and CAPPS Governance & Communications team were introduced.
   - User Group meeting materials are 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) (Saundra Farley)
   - SR Summary and Trend Report
     - Reviewed the CAPPS HR/Payroll Summary and Trend Report 09/28/2021 document.
       - In August, there were 764 active SRs with 81 in high priority status.
       - As shown on the trend chart, there were 785 SRs opened and 784 closed.
       - In August many of the tickets were for Fiscal year-end processing, those tickets continue to be closed throughout this month. The September on-cycle processing is monitored by the CAPPS HR/Payroll team. Those tickets will be closed out once the agency has confirmed a successful run.
     - Governance Approved Enhancements
       - The CAPPS HR/Payroll Governance Approved SRs 09/28/2021 document was not reviewed during the meeting because there were no updates since the last meeting.
     - Required Maintenance
       - Reviewed the CAPPS HR/Payroll Required Maintenance 09/28/2021 document. Updates since the last meeting are identified with an asterisk (*) and are bolded.
         - SR 20334 and SR 27480 are for the Payroll module and implement the Notice of Change (NOC) processes for CAPPS Employee Direct Deposit page. These tickets are Completed and are now in Production.
         - 20358 is for the Recruiting module and implements the mandatory upgrade of CAPPS Recruit to release 21B.2. The ticket is Completed and went into Production on Aug. 19.

III. Upcoming Vote: SRs Submitted to Governance (Jimmy Partin)
   - Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 09/28/2021 document.
   - SR 31296 is for the Enterprise Learning Management (ELM) module. This ticket will show completed training for a division within a desired date range. The CAPPS support team recommends a vote to approve the ticket.

IV. Project Update: CAPPS Fiscal 2022 HR/Payroll Agency Deployment Project Dashboard (Karl Thomason)
   - Reviewed the CAPPS Fiscal 2022 HR/Payroll Agency Deployment Project Dashboard 09/28/2021 document.
   - There is a soft go-live date of July 7, 2022, and an implementation date of July 11, 2021. There will be ten deploying agencies.
   - Key items:
     - The project is now at 8% completion.
     - A kickoff meeting for the agencies was held on Sept. 9 and gave the agencies an overall expectation and a high-level review of functionality.
     - A review session was held on Sept. 13 to provide more details and information to the agencies.
     - The HR/Payroll team are in the middle of discovery sessions.
V. Project Update: CAPPS Fiscal 2022 Recruit Agency Deployment Project Dashboard (Diana Urban)
   • Reviewed the CAPPS Fiscal 2022 Recruit Agency Deployment Project Dashboard 09/28/2021 document.
   • Three new agencies will onboard the Recruit module in Fiscal 2022. Those agencies go live on April 20, 2022.
   • Additionally, two agencies that are already using the Recruit module are adding the Onboarding feature to their recruiting program. Texas Department of Insurance has a projected go-live on Sept. 30, 2022. Texas Military Department has a projected go-live in November 2022.
   • Key activities include:
     o The project is now at 8% completion.
     o The Fiscal 2022 Kick-Off meeting was held on Sept. 14.
     o The Recruit team is on week two of Discovery sessions, which continues through October.

VI. Discussion Topic: Fiscal Year-End (Erika Condado-Alvarado)
   • Reviewed the T&L Fiscal Year-End Presentation 09-28-2021 document.
   • Desk aids and additional documents for fiscal year-end (FYE) are available in each agency’s FYE SR. If agencies have questions or assistance, respond in the agency’s ticket.
   • Give attention to the following due dates:
     o Deadline for October’s direct deposit payments for pay date Oct. 1, 2021, has been extended by one day to Sept. 28, 2021.
     o The CAPPS team encourages agencies to run sick leave pool processes prior to fiscal year roll-over activities. If this is not completed, agencies will have errors on timesheets for sick leave activity.
     o Emergency leave reporting data is loaded. Now, agencies need to certify them. Also, recently deployed agencies data is loaded and still needs certification by Oct. 1, 2021.
     o Complete the military roll over by Sept. 30, 2021. Ensure the time entered before running the roll-over process in October or November.
   • Certification verbiage was updated, agencies will no longer see the by clicking on the e-sign & certify button. Now, there is content explaining this with new, clear and concise language.

VII. Discussion Topic: Notice of Change (NOC) Process (Hari Gopal)
   • Reviewed the Notice of Change (NOC) Process 09/28/2021 document.
   • The agency payroll processor no longer needs to make manual updates on the CAPPS Employee Direct Deposit page for NOC changes. The TINS system continues to collect bank NOC and returns information and generate report DEP87340 for agencies to review.
   • This new process automatically reads the NOC instructions from the bank returns file, which is received daily.
   • The NOC Process migrated to CAPPS Production on Sept. 16, 2021, and will perform the following steps:
     o Matches the banking instructions to the CAPPS Employee Direct Deposit page.
     o Inactivates the employee’s direct deposit based on the corresponding bank reason code.
     o Due to 15-months of non-payment or 60-days after a termination in SPRS, the employee’s direct deposit instructions are:
       ▪ Purged in TINS
       ▪ Inactivated in CAPPS
     o After a successful transaction, the process sends out an email notification to the payroll processors with the role TX_TL_BLR_NOTIFY_REH_RECP_PAY.
• Agencies can run the Direct Deposit Audit report (which is a replacement of the DEP87340 TINS report), which lists the direct deposit changes with the following run control input capability:
  o Agency
  o Updated by
    ▪ NOC Process
    ▪ Employee Self Service
    ▪ Online User
    ▪ System
    ▪ Blank (includes all types of updates above)
  o Begin date
  o End Date

• To navigate to the Direct Audit report page, users need to access the root menu and follow this sequence:
  1. Payroll for North America
  2. Payroll Processing USA
  3. Pay Period Reports
  4. Direct Deposit Audit Report

• When the Direct Deposit Audit Report runs, the system generates a PDF of the report.
• The PDF report lists the direct deposit changes with columns (EMPLID, Name, Previous Info, New Info, Status, Effective Date, Updated By, NOC Reason).

VIII. Upcoming HR/Payroll User Group Meeting
• Tuesday, Oct. 26, 2021.