I. Welcome/Announcements (Andrea Smith)

- 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
- Chelsa Vinklarek announced the launch of a new Reporting Focus Group.
  - The purpose of the group is to gain agency perspectives on the CAPPS reporting systems. All agencies are encouraged to participate and provide feedback on their reporting experience and any needs that are not being met.
  - The group will likely have separate meetings for HR/Payroll users and Financials users. If a user represents both HR/Payroll and Financials, they are welcome to participate in both focus groups.
  - Please email the CAPPS Governance and Communications team (shown above) to be added to the list of participants.

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

- SR Summary and Trend Report
  - Reviewed the CAPPS HR/Payroll Summary and Trend Report 04/26/22 document.
    - There were 650 active SRs with 48 in high priority status in March.
    - As shown on the trend chart, there were 746 SRs opened and 784 closed. The higher trend from last year is due to normal activity.

- Governance Approved Enhancements
  - The CAPPS HR/Payroll Governance Approved SRs 04/26/2022 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and are bolded.
    - SR 2114 is for the Time and Labor module extending access to terminated users for up to two years. This extension allows terminated users to access any leave, tax or payroll information and documents on their accounts. This SR is pending production migration for April 25.
    - SR 35315 migrated into production March 31. The automated requisition filled message enhancement was implemented.

- Required Maintenance
  - Reviewed the CAPPS HR/Payroll Required Maintenance 04/26/22 document. Updates since the last meeting are identified with an asterisk (*) and bolded.
    - SR 32905 is an enhancement to the SSN fields within the Recruit module. The SR is in production.
    - SR 33248 is in production. The duplicate check in CAPPS Recruit was deactivated.

III. Upcoming Vote: SRs Submitted to Governance (Rebecca Kelly & Kevin Brown)

- Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 04/26/22 document.
  - SR 31789 is a modification requested by TCEQ to add position number to reports in CAPPS Recruit.
    - The CAPPS Support team recommendations approval for this SR.
  - SR 36483 is a modification requested by the Parks and Wildlife Department to modify recruit messaging by making it gender neutral.
    - The CAPPS Support team recommendations approval for this SR.
  - SR 4451 is a modification to the CAPPS employee profile page for the language proficiency score. CAPPS HR will add a zero instead of leaving the field blank.
    - The CAPPS Support team recommendations approval for this SR.
  - The vote for these SRs will go out shortly after today’s meeting.
IV. Project Update: CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard (Nyguel Sanders)
   • Reviewed the CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard 04/26/22 document.
   • The code move date is July 05, 2022. The implementation date is July 11, 2022. There are 10 agencies deploying. The project metrics are on track.
   • Key items:
     o This project is now at 73% completion.
     o UAT preparations underway.
     o Configuration Prototyping sign-off is complete.
     o Train-the-trainer activities are underway.
     o Mock cutover preparations are underway.
     o System Testing is underway.
     o UAT is May 9–June 24.

V. Project Update: CAPPS Recruit Fiscal 2022 Deployment Project Dashboard (Nyguel Sanders)
   • Reviewed the CAPPS Recruit Fiscal 2022 Deployment Project Dashboard 04/26/22 document.
   • Implementation date was successful on April 20, 2022 and the project is green and on track.
   • There are three (3) agencies deploying Recruit and three (3) agencies deploying Onboarding.
   • Key items:
     o The project is now at 89% completion.
     o UAT is complete.
     o Go-Live preparations underway.
     o OIEC onboarding module went live on March 25, 2022.

VI. Discussion Topic: CAPPS Highest Education Level Functions (SR 1451) (Kevin Brown)
   • The CAPPS HR/Payroll Support team encourages all agencies to provide questions and feedback regarding this ticket. Currently, there are two separate places where CAPPS track higher education: The Employee Profile page and Personal Information page. SR 1451 is a proposal to add a new Employee Self-Service (ESS) page that holds more in-depth higher education information. This proposal adds the following:
     o Ensures higher education is vetted, verified and approved.
     o HR are the only approvers.
     o Once approved the page can be used to update the status. Using this new page after information is approved, it automatically flows/copies over to the other two pages.

VII. Discussion Topic: UAT Updates (Shelly Wilder, Arun Kumar & Hari G.)
   • SR 31587 are update changes for the hire candidate page. One of the changes is for no longer adding new personal data effective date rows, other than hire and rehire employees.
     o The Agency Acceptance Testing dates for this SR is May 2–6.
     o Migration is planned for May 12.
   • SR 14876 is a break-fix for holiday hours that are not calculating correctly. The reported issue states that holiday time earned is not being credit to employees correctly or the employee is not eligible for a holiday.
     o The fix is to implement a new holiday code (HOLNE) to use for those days.
     o This applies to hourly employees only.
     o The Agency Acceptance Testing dates for this SR is May 2–6. Agencies are encouraged to test.
     o Migration is planned for May 12.
   • SR 32910 intends to fix the issue of rehired employees remaining eligible for Lump Sum Exception. If a terminated employee is rehired after receiving a lump sum payment, a TXTL0023 should not be generated.
     o The Agency Acceptance Testing dates for this SR is May 2–6.
     o Migration is planned for May 12.
• SR 23086 is a payroll enhancement to add additional sorting options to the PDF Earnings Statement on the run control page.
  o This SR will be tested for on- and off-cycle.
  o User Acceptance Testing (UAT) is scheduled for April 25–29.
  o Migration to Production is scheduled for May 5.
• SR 34453 is a break fix to the TX Create Document page on CAPPS to stop generating duplicate documents and prevent double payment.
  o User Acceptance Testing (UAT) is scheduled for May 2–6.
  o Migration to Production is scheduled for May 12.

VIII. Discussion Topic: Fiscal 2022 Image/Tools Upgrade Functionality (Helen Sparks & Kelley Martin)
• Last meeting, several fluid changes SRs were discussed that generated a lot of questions and feedback. From that discussion an FAQ document was created and will be available soon after the meeting.
• SR 31677 replaces the Classic Position Data component access with Fluid Position Data with additional effective sequencing.
• SR 31675 adds Onboarding customizations and new fluid Job Data. The Classic Job Data component access will be removed.
• SR 31676 adds new Fluid Functionalities in HR providing the following Relationship Functionalities:
  o New Employees and New Contingent Workers
  o Hires with existing Job Data within agency.
• SR 31681 enhances the Global Person Search, provided by PeopleSoft, by adding the ability to search on person data with free text.
• SR 31324 adds the new HR feature: Company Table within the navigation pane.
• SR 31682 adds the email and phone validation as a new HR feature to the Employee Self-Service page. This monitors email and phone number entries and sends message if entry does not meet criteria.
• SR 36258 is a break fix for SPRS Interface with no current impact to agencies. Updating the process by assigning the correct CAPPS Pay Cycle (SPRS Pay Frequency) value to SPRS.
• The new Fluid Functionalities in Time and Labor are:
  o SR 31678 – Fluid Timesheet
  o SR 32097 – Fluid Reported Time Approvals
  o SR 31679 – Fluid Time and Labor Work Center
  o SR 31683 – Fluid Manage Exceptions
  o SR 32098 – Time Summary and Time Calendar Views
  o SR 31325 – Effective Dated Value List
• The new Fluid Functionalities in Payroll are:
  o SR 31685 – Fluid W-2/W-2c View Form
  o SR 31686 – Fluid Direct Deposit Changes
  o SR 21614 – Data Integrity Error; Adding existing Payroll Checklist
• SR 31321 is for CAPPS Direct Deposit Prenote that changes in the Default Value appearances.
• SR 31322 is for the New Security Roles. All current TL superusers continue to have access to this report from the Time and Labor Dashboard. A security request for this role is required for non-TL Super User access. Security Refinements include the removal of the CAPPS Employee Search Page from the CA Manager and Inquiry Roles.
• SRs 33151 and 32852 updates the Access to Benefits enrollment role and the Employee Self-service and adds the Benefit Summary tile.
• SR 31353 is for updates to Reports that corrects the Off-Cycle description on the SPRS approval documents query and makes the modification so that N = On-Cycle and Y = Off-Cycle.
• SR 31323 is updates to Reports. The Leave Balance Detail and Time Needs Approval Status Report was added to all TL fluid navigational tiles and reports were reordered. HR Reports tile is now **Reports**.
• Be sure to inform all managers and users of all changes and how to access them using navigation.
• Deployment Updates will be available in UAT on May 16.
• Changes will be migrated to production on July 5.

**IX. Upcoming Meeting**
• Tuesday, May 24, 2022 — HR/Payroll User Group meeting.