I. Welcome/Announcements (Andrea Smith)
   • To be added to the user group distribution list, email the CAPPS Governance and Communications team at: CAPPS.CGC.BA@cpa.texas.gov
   • Organizational Change Announcement – Andrea Smith is moving over to a new role on the Product Management team; she will be the lead for the HR/Payroll tower, reporting to Chelsa Vinklarek. Saundra Farley is moving into the Supervisor role for the CAPPS HR/Payroll Production Support team and is taking over as host for these User Groups starting in June.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)
   • SR Summary and Trend Report
     o Reviewed the CAPPS HR/Payroll Summary and Trend Report 05/24/22 document.
       ▪ There were 626 active SRs with 45 in high priority status in March.
       ▪ As shown on the trend chart, there were 665 SRs opened and 692 closed. This trend reflects about the same from last year and is due to normal activity.
   • Governance Approved Enhancements
     o The CAPPS HR/Payroll Governance Approved SRs 05/24/2022 document was not reviewed but can still be found with all materials on FMX. There were no updates since the last meeting due to code freezes for the upcoming deployment.
   • Required Maintenance
     o The CAPPS HR/Payroll Required Maintenance 05/24/22 document was not reviewed but can still be found with all materials on FMX. There were no updates since the last meeting due to code freezes for the upcoming deployment.

III. Project Update: CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard (Diana Urban)
   • Reviewed the CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard 05/24/22 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 green and on track.
   • Key items:
     o This project is now at 80% completion.
     o Train-the-trainer activities are underway.
     o Mock cutover is complete.
     o System Testing is underway.
     o UAT is May 9 – June 24.
     o Deployment preparations underway.
     o Agency cutover meeting was Thursday, May 19.

IV. Discussion Topic: Pre-Calc Audit Report Errors (Himavantha Bode)
   • SR 37361 is a fix to the modification for the Pre-Calc Audit report. A bug was found and was generating an invalid error message. This will be fixed and moved into production in August 2022. Please use the SR to track this issue in ASP.
V. Discussion Topic: Direct Deposit Audit Report Fixes SR 35942 (Hariharan Gopal)
- The CAPPS Direct Deposit Audit report provides the listing of employee direct deposit changes made by the Notification of Change (NOC) process/ self-service user/ online user.
- Changes were implemented last year on how this report provides agencies with a list of employees who have made direct deposit changes.
- Two issues are currently affecting this report:
  - Agencies are receiving the NOC notification, but the attachment (report) is blank when opened or exported. Therefore, no changes can be seen.
  - The Direct Deposit Audit report lists the former agency direct deposit changes.
- Timeline:
  - User Acceptance Testing (UAT) is scheduled for May 23 – 27.
  - Agencies may follow SR 35942 in ASP for updates.
  - Migration to production is scheduled for June 2.

VI. Discussion Topic: ESS Highest Education Level Functions (SR 1451) (Kevin Brown)
- SR 1451 is an enhancement to add a new Employee Self-Service (ESS) page for the highest level of education information. This page allows employees to submit higher education information for review and approval by HR. Upon approval from, HR the education information automatically flows to both the Employee Profile and Personal Data pages.
- Last meeting all users were encouraged to ask questions regarding SR 1451. The HR/Payroll Production team reviewed those questions and put together a Q&A document.
- Currently, the new ESS page is only for higher level education. Licenses, Certifications and Certificates is not accepted at this time.
- This SR will be submitted to User Group for a vote in June 2022.

VII. Discussion Topic: TL Fluid Changes Recap (Erika Condado-Alvarado)
- The new timesheets will be implemented soon and below is a list of the biggest changes.
  - The fluid timesheets in a weekly view, instead of monthly.
  - Instead of the managers approvals page, use the Approval Workflow Engine (AWE) to route approvals once time is entered.
  - Use WorkCenters to organize and provide quick navigation to various TL pages and components. The new TL WorkCenter will be available for managers, time administrators and TL superusers.
  - The exception banner is no longer be at the top of the page. Employees will be able to view the applied exceptions.
  - The Time Summary and Calendar Views are delivery pages that allows various views into Reported Time and Payable Time for a selected employee.
- REMINDER: Stage four of Needs Approval (NA) status approvals have started. If already completed, please ignore messages sent from the SR. The stage four completed due date is June 10.
  - Post all questions regarding this SR in the ticket via ASP.
  - All NA status entries MUST be addressed by June 27.
  - All time must be submitted and approved by Jun 30.
  - No Demo was provided during this meeting due to large participation in the TL training given over the past few weeks. Agencies that missed those demos and want to access to them, reach out to the CAPPS Governance and Communications team to request a copy of those presentations.

VIII. Upcoming Meeting
- Tuesday, June 28, 2022 — HR/Payroll User Group meeting.