I. Welcome/Announcements (Saundra Farley)
   - Welcome all newly deployed agencies to the CAPPS HR/Payroll User Group.
   - User Group meeting materials for today 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

   • Training Announcement (Tammy Ross)
     - Information will be sent out later today regarding HR/Payroll training opportunities.
     - The training team will hold four sessions:
       ▪ Two sessions for Employee Self Service Overview (Timesheet)
         - Aug. 2 (Tuesday), 9–11 a.m.
         - Aug. 10 (Wednesday), 9–11 a.m.
       ▪ Two sessions for Job/Position Management Overview
         - Aug. 3 (Wednesday), 8:30–11 a.m.
         - Aug. 9 (Wednesday), 9:30–11 a.m.

II. Production Update: HR/Payroll Support Requests (SRs) (Saundra Farley)
   • SR Summary and Trend Report
     - Reviewed the CAPPS HR/Payroll Summary and Trend Report for June 2022.
     - There were 693 tickets opened and 716 closed with 614 remaining active for June.

   • Governance Approved Enhancements
     - The CAPPS HR/Payroll Governance Approved SRs 07/26/2022 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and are bolded.
     - SR 36483 requested for all recruit messages gender neutral. This SR is now Complete.

   • Required Maintenance
     - The CAPPS HR/Payroll Required Maintenance 07/26/22 document was reviewed. Updates since the last meeting are identified with an asterisk (*) and are bolded.
     - SR 29767 establishes the new ERS cash balance benefit retirement plan that becomes effective Sept. 1, 2022. This SR is currently in System Test with UAT beginning Aug. 8–12, and migration to production is scheduled for Aug. 18.

III. Upcoming Vote: CAPPS HR/Payroll SRs Submitted to Governance (Rebecca Kelly)
   - Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 07/26/22 document.
     - SR 37613, for the Recruit module, to disable the CAPPS Recruit quick search feature. Feedback was requested from agencies regarding this change. Many of the provided feedback agreed to disable the feature. The CAPPS Support team recommends approval for this SR.

IV. Project Update: CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard (Gunjan Sahni)
   - Reviewed the CAPPS HR/Payroll Fiscal 2022 Agency Deployment Project Dashboard 07/26/22 document.
   - Key items:
     - This project is now at 93% completion.
     - Implementation complete.
     - Post implementation support in progress.
V. Discussion Topic: Fiscal Year-End Updates (Stacey Hassin)

- Activities Before the 2022 Fiscal Year-End:
  - The CAPPS Production Support team has opened Fiscal Year-End SR tickets for all agencies. All communication and documentation regarding the 2022 Fiscal Year-End will be distributed through those SRs. Therefore, ensure a representative for the agency is assigned to monitor the SR.
  - Preliminary Mass Reorg spreadsheet:
    - The first activity that needs to be sent to the CAPPS production support team is the preliminary Mass Position Data Changes (Reorg).
    - The Reorg spreadsheet is due Aug. 5. Changes are effective on Sept. 1.
    - If the template or assistance is needed please submit a request with the agency’s FYE SR ticket.
    - Mass Reorg test result validation and final Reorg spreadsheet are due to the CAPPS team by Aug. 22.
  - Disciplinary Actions and Temporary Assignments:
    - The CAPPS team will provide each agency with disciplinary action and a temporary assignment spreadsheet via the ASP ticket by Aug. 15.
    - Employees that are on Disciplinary Reduction (027) or Temporary Assignment (041) must be restored to the original status prior to the system downtime on Aug. 31 at 5 p.m.
    - If the employee’s disciplinary reduction or temporary assignment is not due to end until after Sept. 1, users still need to restore to the original status before the shutdown and, once complete, inform the CAPPS team to place the employee back on the disciplinary reduction or temporary assignment via the “FYE” ASP ticket.
  - Preliminary budget load spreadsheet (BLS):
    - Agencies need to provide the CAPPS support team a BLS with an effective date of Sept. 1. The due date for the agency’s preliminary BLS is Aug. 22.
    - BLS test result validation and final BLS are due to the CAPPS team by Aug. 31.
  - Terminations — process any terminations effective Sept. 1 (or prior) before the system goes down on Aug. 31 at 5 p.m.
  - As a reminder CAPPS HR/Payroll will be unavailable at 5 p.m. on Aug. 31 for Fiscal Year-End processing.

VI. Discussion Topic: Annual Emergency Leave Reporting (Megan Lambert)

- This is an overview discussion to prepare agencies for Annual Emergency Leave Reporting.
- Employee emergency leave that exceeds 32 hours must be reported (annually) to the Comptroller’s office, which is required for all state agencies and institutions of higher education.
- Emergency leave is deemed to be any leave granted to employees according to Texas Government Code, Section 661.902. For additional information, see Emergency Leave Reporting Requirements (FPP F040).
- Types of Emergency leave include:
  - Emergency Death (EMGDT)
  - Emergency Facility Closure (EMGFT)
  - Emergency Weather Closure (EMGWT)
  - Agency Holidays (AGYHY)
  - Emergency Fitness (FTNST)
  - Emergency COVID19 (EMGCV)
  - Emergency Other (EMGNY)
  - Special Leave (SPECT)

NOTE: If Emergency Other (EMGNY) category is reported, the agency must include an explanation in the Comment field. Explanations are not required for the other reportable categories.
• It is highly recommended to prepare for emergency leave reporting in advance:
  o To prepare, ensure all appropriate users have access to the Emergency Leave Reporting web application. The recommendation is submitting the request by Sept. 15.
  o Run the TX_TL_SB73_EMERGENCY_LEAVE_RPT query or the TRCs by Date report to identify emergency leave used across the agency. Then audit the results for accuracy and make timesheet updates (as needed) before Sept. 23.

• Agencies must use the Emergency Leave Reporting web application to certify the agency's report:
  o For access to this application, users must be designated and granted access by their Agency Security Coordinator (ASC).
  o Users that had access in the past should verify if access is still active. If assistance is needed, contact the CPA help desk.
  o Access requests may take two to three days to process.
  o On Sept. 23, CAPPS Production Support staff will load agency emergency leave information into the Emergency Leave Reporting web application.
  o The emergency leave certification via the web application is due Oct. 1.

• Agencies that recently deployed in July 2022 will have the emergency leave data that was recorded in USPS (or provided to the CAPPS team during deployment) converted to CAPPS and available via the CAPPS query.

• If corrections to the timesheet (or report) are necessary after it was in the web applications, open an ASP Service Request (SR) for the data to be reloaded to the Emergency Leave Reporting web application.

• If corrections need to be made after the report has been certified, submit an ASP SR to backtrack the certification and reload the report. Please note that if a certified report is backtracked, it must be recertified.

VII. Discussion Topic: HR/Payroll T&L Fluid Change Updates and Highlights (SR 38818 & SR 38816) (Megan Lambert)
  • SR 38818: Manager Self Service (MSS) Time Summary Page:
    o The MSS Time Summary page was temporarily removed from both the Time and Labor WorkCenter and Time Management tiles.
    o The removal was due to an issue where interagency transfers within the last six months were still able to access previous employment records.
    o SR 38818 is a fix to this issue and is scheduled to migrate to production on July 28.
  • SR 38816: Timesheet Error Message – Low Balances:
    o The fluid timesheet was giving time and labor users an erroneous error message regarding low balances when submitting leave taken.
    o The message prevented employees, managers and time administrators from submitting the time. However, Superusers can bypass the message and submit the time.
    o The fix was migrated into production on July 18.

VIII. Discussion Topic: HR/Payroll Fluid Change Updates and Highlights (Marissa Hoffman)
  • Removal of the Current Job Page:
    o Access to the current Job page under the HR Administration tile will be removed for all users. Users will instead use the Manage Job page implemented through the Fluid Job Data upgrades.
    o Refer to SR 38996 to track this change.
  • SR 39035: Fluid Job Action Summary page:
    o The Fluid Job Action Summary page only displayed the action reason description and not the 3-digit (numeric) reason code.
    o SR 39035 was created to add the reason code in addition to the description on the Job Action Summary page.
    o Use the listed SR to track this change.
• SR 38883: New Pop-up message:
  o SR 38883 was created to correct the warning message that pops up on the Extended Attributes tab of the Define Job Code component. This is a known issue that relates only to unclassified or exempt job codes. Users should click the OK button to continue.
  o Use the listed SR to track the fix.

IX. Discussion Topic: CAPPS Favorites (Allen Varghese)
• The HR/Payroll CAPPS support team showed a demonstration of the CAPPS Favorites, highlighting the features discussed in the Fiscal 2022 Modifications presentation.

X. Discussion Topic: UAT Updates
• Legislative Changes for ERS Cash Balance Benefit Plan (SR 29767) (Allen Varghese)
  o Effective Sept. 1, new employees will be enrolled in a different type of defined benefit retirement structure called the cash balance benefit (Group 4).
    ▪ Benefit features include lower employee contribution (6% of pay) and the employee structure will be determined by CAPPS.
    ▪ This applies to ERS members, LECOS and elected officials.
    ▪ For more information, refer to the ERS website.
  o Agency Acceptance Testing will be Aug. 1–12. For agencies testing this process in UAT, the new hire’s effective date must be between Aug. 1–31.
  o Migration to Production is Aug. 18.

• Pre-distribution Audit Report Fixes (SR 2921, SR 33678) (Pawan Kapany)
  o The Pre-distribution Audit Report (PDAR) is generating an erroneous error when multiple rows with split funding are present on the same Department budget table.
    ▪ These errors are incorrect, and SR 2921 has been implemented to modify and fix this issue with the PDAR.
    ▪ SR 2921 will also fix the error when prior period wages are included in current periods.
    ▪ SR 33678 will fix the erroneous error message generated on the PDAR showing an invalid Business Unit.
  o Agency User Testing (UAT) for both SRs is scheduled for Aug. 8–12.
  o Migration to Production is Aug. 18.

• FMLA-Related Error Messages on Timesheets (SR 35784) (Shelly Wilder)
  o An incorrect balance error message is generated when employees or managers try to submit time.
    ▪ In some cases, the message appears for users that have closed FMLA cases, no FMLA cases or more than one open FMLA case. SR 35784 has been opened to make modifications that addresses this issue.
    ▪ SR 35784 also addresses the FMLA exceptions error that is generated when employees are trying to use FMLA time the same day it is gained.
  o During testing, run through the entire FMLA process to test for errors with exceptions, balances and time processing.
  o UAT dates are scheduled for Aug. 1–5.
  o Migration to Production is Aug. 18.

XI. Upcoming Meeting
• Tuesday, Aug. 23, 2022 — CAPPS HR/Payroll User Group meeting.