I. Welcome/Announcements (Saundra Farley)

- 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

II. Production Update: HR/Payroll Support Requests (SRs) (Saundra Farley)

- SR Summary Data
  - Reviewed the CAPPS HR/Payroll Summary Data Report for August 2022.
  - There were 891 tickets opened and 874 closed with 823 carried forward from August. Agency fiscal year-end (FYE) tickets remain open until all activities are complete. Most tickets are on track to be closed out by the end on the month, leaving a few that remain open.

- HR/Payroll Production Release Schedule
  - Reviewed the HR/Payroll Production Release Schedule and Reports for October, November and December 2022. Highlights from the discussion include:
    - UAT1 will be down for refresh from Sept. 30 at 5 p.m. to Oct. 5 at 7 a.m.
    - There are 14 SRs in the October release — seven Break Fix, and seven Required Maintenance SRs. These are now in UAT from Sept. 20–30, with a target date of Oct. 13 for migration to production.
    - November’s release has 14 SRs — six Break Fix, three enhancements and five Required Maintenance SRs. The build phase was recently completed, UAT is scheduled from Oct. 24 to Nov. 4 and migrate to production on Nov. 10.
    - There are 14 SRs on the December release – 10 Break Fix, one enhancement and three Required Maintenance SRs. The build phase will occur Oct. 3–14, UAT is scheduled from Nov. 14 to Dec. 2 and migration to production on Dec. 8. The December 2022 Release highlighted:
      - SR 38602 is a fix to the Fluid Manage Exceptions page view to make it accessible to agencies.
      - SR 34006 is a fix to correct the Action Reason 30 to allow salary decrease.
    - The October Reports Release has 4 SRs – three Break Fix and one Required Maintenance SRs. These are currently in UAT through Sept. 30 and migrates to production on Oct. 13.
There are 5 SRs on the November Reports Release – three Break Fix and two Required Maintenance SRs. These are currently in the Build phase through Sept. 30, UAT is scheduled from Oct. 31 to Nov. 14 and migrates to production on Nov. 17.

The December Reports Release has 4 SRs – two Break Fix and two Enhancements. The Build phase occurs Oct. 10–21, UAT is scheduled from Nov. 14 to Dec. 2 and migrates to production on Dec. 8.

III. Upcoming Vote: SRs Submitted to Governance (Rebecca Kelly, Kevin Brown)
• Reviewed the CAPPS HR/Payroll SRs Submitted to Governance 09/27/22 document.
  o SR 40112 is a request to add a new correspondence template to the Recruit module for applicants that fail assessments.
  o SR 40279 is to decommission/retire the Pay Impacting Forms (PIF) report and offer the ERS Reconciliation report in its place.
• The CAPPS Support team recommends approval for these SRs.

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 09/27/22 document.
• Key items:
  o This project is now at 99% completion.
  o Post implementation support will continue through Sept. 30.

V. Project Update: CAPPS HR/Payroll Fiscal 2023 Agency Deployment Project Dashboard (Gunjan Sahni)
• Reviewed the CAPPS HR/Payroll Fiscal 2023 Agency Deployment Project Dashboard 09/27/22 document.
• The project is green and on track with a code move date of May 4, 2023, and Implementation scheduled for May 8, 2023.
• Key items:
  o This project is now at 9% completion.
  o The CAPPS Fiscal 2023 HCM Deployment Agency Kickoff is complete.
  o The CAPPS HR/T&L/Payroll Agency Review sessions has been completed.
  o Discovery Gap Analysis continues.

VI. Reminders: Post Fiscal Year-End (FYE) Activities (Marissa Hoffman, and Erika CondadoAlvarado)
• FYE Activities Recap – Currently in the Post FYE activity phase:
  o All September new hires should already be entered in CAPPS.
  o Agencies should have already verified that all applicable employees have been properly restored to temporary assignment or disciplinary reductions.
  o Leave Liability reports for newly deployed agencies should now be attached to the FYE agency SR ticket.
  o Agencies should have provided the preliminary Federal Budget Load spreadsheet on the FYE ticket, if applicable.
• Agencies, please continue to check the CAPPS ERS Inbound Results for discrepancies on benefit selections. If an ERS daily processing desk-aid is needed, simply make a request via the agency FYE ticket and the CAPPS Support team will attach it to the ticket.
• Agencies have until the end of September to process employee salary actions effective Sept. 1 to ensure the Annual Base Benefit Rates (ABBR) and Insurance Salary is calculated correctly.
  o Pay impacting Sept. 1 transactions should be entered in CAPPS after the FY23 conversion row.
  o The Insurance Salary file processing continues throughout September to capture accurate insurance salary rates based on when agencies are entering Sept. 1 salary transactions. ERS continues to create error files, which are loaded to agency FYE ticket. Agencies should frequently check the ticket for those files and address any discrepancies found.
  o A final file is generated at the end of September.
• Time and Labor (TL) activity reminders
  o The Leave Liability report has been provided to agencies via the FYE SRs.
  o The Emergency Leave data was uploaded to agency FYE tickets on Sept. 23. Certification is ready and due by Oct. 1.
  o Before Sept. 30, the Annual to Sick Leave Conversion, Leave Liability Report and the Sick/Family Leave Pool must be processed. Please confirm in the FYE SR.
  o Agencies should run the Military Leave Balance Carry Forward process after Sept. 30 and confirm completion in the FYE SR.
  o All questions can be posted in the FYE tickets. Agency FYE tickets are set to close by the end of this week. For questions needing to be asked after that, please open a new ticket.

VII. Features/Highlights: UAT Updates (CAPPS HR/Payroll Production Team)

• Salary and Job Codes Edits (SR 36762) (Shelly Wilder)
  o In Job an issue was identified that allowed users to go into Correct History mode and modify the job code and/or salary under various 038 type action reasons. This issue caused CAPPS and SPRS to be out-of-sync.
  o Service requests (SR) tickets were created for impacted agencies to correct transactions in CAPPS.
  o The issue has been corrected in UAT and agencies are encouraged to participate in testing this correction.
  o To test:
    1. Select the Correct History check box on the Manage Job Search page.
    2. Fill in all necessary information.
    3. Press the search button.
    4. Choose a transaction with the applicable action reason.
    5. Select the correction pen button to open the transaction.
    6. Attempt to make changes to the job code or salary.
    7. Press the validate button – an error message should appear for information cannot be changed.
  o This SR is currently in UAT until Sept. 30 and is scheduled to migrate to production on Oct. 13.

• Merit Approval Status Report (SR 26305)
  o This is a modification to fix the following three errors that have been identified when running the MSS Merit Approval Status report.
    ▪ The Change Amount and Change Percent Fields are missing values.
    ▪ The Approval Name column has incorrect names displayed.
    ▪ The report has duplicate rows of data.
  o To test:
    1. Select Regular Merit in the Type of Merit field.
    2. Run the report.
    3. Review the report and verify it is free of the three issues listed above.
  o Note: This report is only for agencies using MSS Full.
  o UAT continues until Sept. 30 and migrates to production on Oct. 13.

• Active Staff in Multiple Agencies Report (SR 8506)
  o The Active Staff in Multiple Agencies report is a newly created report that provides a list of employees dually employed by more than one state agency simultaneously.
  o All users that have the TX_HCM_HR_REPORTS or TX_HR_UPD_HR_REPORTS roles have access to this new report. These roles also provide access to several other reports within the CAPPS system.
  o To test:
    1. Enter the appropriate control parameters.
    2. Run the report — there are three output options for this report (PDF, Excel or HTML).
  o UAT will run through Sept. 30 and is scheduled to migrate to production on Oct. 13.
  o NOTE: This report is not a replacement for the statewide report State Employees Employed by More than One Agency Report. The new report contains information on SAD1 staff not currently listed on the statewide report and contains information on staff in CAPPS.
• Unable to Hire Candidate via RSS/MSS (SR 32160) (Kevin Brown)
  o When a potential new hire has a pre-existing email address in Personal Data on the Recruiting Self-Service (RSS) and Manager Self-Service (MSS) Hire Candidate pages an error occurs that prevents users from hiring the candidate.
    ▪ A fix for this error was implemented and is ready for testing in UAT now through Sept. 30.
    ▪ The RSS and MSS pages are now identical except each page will only show candidates that are applicable to either Recruiting or Managers.
  o NOTE: During testing be sure to use an August start date for the new hire.
  o Migration to production is scheduled on Oct. 13.

• Highest Education Level Functions (SR 1451)
  o The new self-service Highest Level of Education page was created.
  o Employees can submit higher education achievements for approval on the Employee Self-Service (ESS) page.
  o Super Users with admin roles TX_HR_UPD_MTN_PERSONAL_DATA, TX_HCM_HR_PERSONAL_DATA or TX_HCM_HR_PERSONAL_DATA_UPDATE are able to access this page and review, approve or deny employees’ entries. Managers with these roles may also submit an entry on behalf of employees.
  o UAT for this SR is scheduled for Oct. 10–21 and migrates to production on Oct. 27.
  o SR 38686 is a query that supports this functionality and migrates to production later this year.

• Allow CPE to Re-enter a Deleted Reversal (SR 33301) (Hariharan Gopal)
  o This is an enhancement to the CPE allowing users to reprocess a deleted reversal.
  o On the CPE entry page, a message now generates asking if the user wants to reprocess the reversal. Users can select Yes ( Updates the CPE status to “New” for reprocessing) or No (the CPE Status is updated to “Perm-Hold” and cannot be reprocessed).
  o UAT continues until Sept. 30 and migrates to production on Oct. 13.

• CPE Reversal Entry Edit (SR 36341)
  o This is a break fix item for the CPE Reversal Entry Edit page that adds a validation rule that generates an error message when a user enters invalid pay group information.
  o UAT continues until Sept. 30 and migrates to production on Oct. 13.

• Incorrect FLSAE/DYOTE Calculated (SR 33521) (Arun Kumar)
  o Single or multi-line time entries with the same decimal values is not being calculated correctly. This SR will fix the calculation issue by ensuring time is being rounded correctly.
  o UAT continues until Sept. 30 and migrates to production on Oct. 13.

• Viewing Evals Under Different Agencies (SR 37287) (Kevin Brown)
  o The ePM Current Documents page only allowed managers to review evaluation documents of employees within the agency but not those who administratively belonged to another agency but still fell under the managers leadership. A fix has been implemented to allow managers to see all employees assigned.
  o A prerequisite to testing this SR is the user must be administratively attached to another agency.
  o NOTE: SETIDs are usually the agency’s code number plus TX (for example: 304TX).
  o UAT continues until Sept. 30 and migrates to production on Oct. 13.

  • The EEO Report is used by the Texas Workforce Commission (TWC) to monitor minority hiring practices. TWC submits the report to the Legislative Budget Board and the Governor’s Office of Budget, Planning and Policy.
  • For more information regarding how to complete the EEO Report, see the Equal Employment Opportunity Report (FPP F.016) on FMX.
    o EEO Report Acknowledgement form will be available on Oct. 13 and is due on Oct. 20.
    o Preliminary 2022 EEO report will be available on Oct. 13
    o EEO Report data corrections are due on Oct. 25.
    o The final EEO report will be sent (via EFT) to agencies and TWC’s Civil Rights Division on Oct. 27.

IX. Upcoming Meeting
  • Tuesday, Oct. 25, 2022 — CAPPS HR/Payroll User Group meeting.