CAPPS Financials and HR/Payroll Combined User Group Meeting
Tuesday, Feb. 28, 2023
9–11 a.m.
(Webinar Only)

I. Welcome/Announcements

- Saundra Farley, HR/Payroll System Support supervisor, moderated the February combined user group meeting.
- CAPPS Governance and Training supervisor Tammy Ross presented this month's icebreaker question.
  - Participants were asked to answer the following question in the chat: How do you prefer to get the information about the user group meeting schedules?
    - FMX meeting pages.
    - Email from Gov & Comms team.
    - Calendar invite.
    - FMXtra newsletter.
    - Other sources.
- CAPPS Product Leads Andrea Smith (HR/Payroll) and Lauren Denby (Financials) made some announcements.
  - A follow-up from the January user group meeting: Reviewed the most frequently used CAPPS pages/ processes, feedback analysis, and participation.
    - The responses to last month's question showed that users are actively using several CAPPS pages/ processes daily.
    - Users are encouraged to continue to actively participate in the user group meetings and surveys and provide feedback when feasible to help improve the CAPPS user group experience.
    - Feedback analysis also revealed that most users indicated that the deep dive topics and release notes were the most impactful portions of the user group.
  - A follow-up from the January user group meeting: Reviewed the chat responses.
    - The chat responses from January's meeting were reviewed. The team provided answers to participants who had specific questions.
    - January action items:
      - Training – The spring training schedule on the CAPPS Training website will include new instructor lead training opportunities and updated self-paced courses.
      - Support Request (SR) Response Time – Both the Financials and HR/Payroll teams have met and will continue to meet to review and evaluate SR response times and improve customer service.

II. Production Updates

- **Anthony Martin, Financials Agency Services supervisor, and Robin Fenner reviewed Financials activities.**
  - A review of the January 2023 Financials SR Summary Data indicated:
    - 480 new tickets were opened.
    - 414 were closed.
    - 500 were carried forward from January into February. Comprised of items that are still awaiting agency feedback for weight resolution, code changes, and work efforts that are still in progress.
  - A review of the February 2023 Financials Release Notes indicated:
    - There were two features, six bug fixes, and two improvements in the February release that migrated to production on Feb. 9.
    - Improvement: SR 30708 – The Cash Receipts Approval page has been enhanced to include Chartfield details, display a yes or no indicator for modifications on the transaction line, and a link that displays the Chartfield distribution fields in view-only mode is now live.
    - Bug Fix: SR 31549 – Purchase orders (PO) linked to a contract through the PO defaults functionality now reflects the correct release amounts on the contract.
    - Improvement: SR 31174 – The CAPPS custom expense report has been restored to Employee Self-Service (ESS) and the Travel and Expense dashboard. The report is not printable.

- o The March 2023 Financials Production Release Schedule is divided into three groups:
  - Monthly Release.
  - Bi-Monthly Release 1.
  - Bi-Monthly Release 2.
- o The March release highlights include:
  - Monthly and Bi-Monthly-1 are currently in user acceptance testing (UAT) from Feb. 27 to March 3, with a scheduled migration of Mar. 9.
  - The Bi-Monthly -2 will be in UAT from March 20 to March 24, with a scheduled migration of March 30.
  - SR 30491 – A new feature to allow printing of the draft voucher from the Voucher Approval page.
  - SR 29618 – This is an improvement that will add the ability to use item 00 on purchasing documents. This SR is a part of the first expedited release schedule.
  - SR 30724 – Will limit voucher mass approval "entered by" by removing non-AP users.
  - SR 33975 – This is part of the second expedited release schedule and will fix the multi-funded and multiple CF distribution asset integration.
  - SR 32246 - Defines start dates for the data extract system code table.
  - SR 31273 - Notifies users of issues with T & E integration to AP.
- o March 2023 Financials UAT highlights include:
  - Financials analysts Will Hirsch and Thanh Hermosilla presented three Financials SRs.
  - SR 29618 – A request to add a miscellaneous item code (00) to the National Institute of Governmental Purchasing (NIGP) codes, so that orders may accurately reflect purchasing categories and information.
    - □ Acceptance Criteria: When using the 00 code on requisitions, purchase orders, and purchases in NIGP for miscellaneous items, ensure the code is retrieved and can be queried for reports.
  - SR 29364 – Provides the ability to view voucher attachments from the Voucher Inquiry page to allow for faster approvals.
    - □ Acceptance Criteria: The TX_FIN_AP_INQUIRY role will allow access for voucher users to view the voucher attachments. Ensure viewing voucher attachments is available from the Voucher Entry page and from the Voucher Inquiry page. Add/update voucher security access is not required to view voucher attachments.
  - SR 30491 – Is a request for the Draft Voucher Print report to be accessible from the Fluid Approval page allowing easy access to the voucher distribution detail information. This is a continuation of the work for SR 20949 in November 2022.
    - □ Acceptance Criteria: The Draft Voucher Print link will be displayed in the Voucher Approval Summary page allowing the user to generate the report successfully. The Approve, Deny and Hold-Approve functions will remain the same. The Draft Voucher Print link will not be available for vouchers with a posted status.
- o Financials SRs Submitted to Governance (Voting Items).
  - Financials analyst Thanh Hermosilla presented one Financials enhancement for a vote.
    - □ SR 31925 – A request to include voucher denial comments in the body of the voucher denial email notification.
    - □ Several members/users expressed interest in implementing this enhancement for General Ledger (GL) Journals.

- **HR/Payroll Services supervisor Erika Condado-Alvarado and HR/Payroll System Support supervisor Saundra Farley reviewed HR/Payroll activities.**
  - o A review of the January 2023 HR/Payroll SR Summary Data indicated:
    - 780 new tickets were opened.
    - 704 tickets were closed.
    - 837 tickets were carried forward from January into February. These tickets include mostly work units and the agency calendar year-end (CYE) SRs.
  - o A review of the February 2023 HR/Payroll Release Notes indicated:
    - There was one feature, 13 bug fixes, and four improvements in the February release that migrated to production on Feb. 9 and Feb. 23.
    - Feature: SR 24276 – Implements a new query that will identify the owners/managers of documents that contain skipped checkpoints. The query name is TX_EP_AGY_EVAL_SKIPPED_CHKPNTS.

- Bug Fix: SR 43153 – The candidate's email address will now flow from the recruiting module and save it into CAPPS to allow communication and to create an account in Texas.gov Digital Identity Solution (TDIS). Candidate personal emails will no longer move forward to TDIS.
- Improvement: SR 43649 – Creates a new query that will identify employees enrolled in the new Group 4 retirement plan who have earnings with the ok to pay flag on, where the earnings period is less than 9/1/2022. The query name is TX_PY_GROUP4_PRIOR_ERNGS.

○ The HR/Payroll Production Release Schedule highlights for the March releases include:
- Monthly and Bi-Monthly-1 are currently in UAT from Feb. 27 to March 3, with a scheduled migration of March 9.
  - SR 6882 – This is a new schedule override query that allows Time and Labor (T & L) superusers to see what employees have a schedule override. The query name is TX_TL_AGY_SCHEDULE_OVERRIDE.
  - SR 11012 – Implements a fix to the 941-history query to reflect the second system-generated document number and provide negative amounts on the cancellation portion of the replacement.
  - SR 29603 – Will allow EPM agency administrator to add/edit, delete, or transfer performance notes within the agency. This is on an expedited release.
- The Bi-Monthly-2 will be in UAT from March 20 to March 24, with a scheduled migration of March 30.
- SR 39704 – the Time Certification page will display an employee record without being prompted to select Empl record through ESS. This is on an expedited release.

○ SRs highlighted for UAT activity include:
- SR 5316 – T & L superusers have requested the option to automatically enroll contingent workers (CWRs) as T & L reporters.
  - Acceptance Criteria: Users must manually enroll CWRs into T & L after onboarding. To automatically enroll CWRs check the box on the Non-Employee Hire page. Next, verify the CWR has a time reporter data row with the appropriate workgroup. Lastly, validate that the CWR is not enrolled in any schedules or comp plans.
- SR 34898 – HR core users would like for agency job code information updates to save successfully so that associated position and job actions reflect accurately.
  - Acceptance Criteria: When in Correct History mode, update the field on an existing job code and confirm the changes are saved without error.
- SR 41313 – Payroll Processors request that the *TX_PY_AGY_PAYROLL_DISTRIBUTION* query validates payroll funding by APPN and PCA without duplication and inflation of totals so that results will sync with the journals interfaced to CAPPS FIN.
  - Acceptance Criteria: Run the query and verify no duplicate rows exist.

○ HR/Payroll SRs Submitted to Governance (Voting Items).
- HR/Payroll analysts Rebecca Kelly, Alavandhar (Gupta) Nerella, and Stephen Keltgen presented five HR/Payroll enhancements for a vote.
  - SR 41345 – The CAPPS Reports team seeks to add the following columns for both the *TX - Candidates Hired and TX - Time to Hire - Candidate CSW Step Duration* reports to aid with recruiting process oversight:
    - Job posting start date.
    - The duration in days between the posting start date and the offer accepted date.
    - The duration in days between the posting start date and the candidate's start date.
  - SR 40725 – Enhancing the current requisition statues as a prompt option on the TX - Requisition Details report in CAPPS Recruit Oracle Business Intelligence (OBI) will allow OBI report users to review requisition details in selected states only.
  - SR 44394 – A modification to the Performance Notes page will allow admins to transfer or delete performance notes.
  - SR 43668 – A request for a new query that will provide a comprehensive report to a T & L superuser that includes all EEs in an agency with their name, location, current schedule and Fair Labor Standards Act (FLSA) work week.
  - SR 44767 - A request for a new report that will provide a comprehensive report to T & L superuser which includes all EEs in an agency with their name, location, all available leave plans, and current balances as of a particular date selected on the run control.

III. Project Updates

- CAPPS project manager Adrian Cantu presented the CAPPS Financials agency deployment update.
  - The five fiscal 2023 deploying agencies for Financials are on track to go live on Sept. 1, 2023, with a soft go-live on Aug. 7.
  - The project overall is 55% complete, with all project activities proceeding as expected.
  - Configuration and prototyping sessions will continue thru March 8.
  - Train the Trainer Kickoff is scheduled for Feb. 28.

- Adrian Cantu also presented the CAPPS HR/Payroll Recruit deployment update.
  - The five agencies deploying the CAPPS Recruit module in fiscal 2023 are on track to implement the module on May 17, 2023. The project overall is 57% complete with no risks or issues.
  - The Conference Room Pilots (CRPs) sessions are now complete. Development of agencies reports is in progress and preparation is underway for UAT in March.

- CAPPS HR/Payroll System Support supervisor Saundra Farley presented the CAPPS HR/Payroll agency deployment update.
  - The six agencies deploying HR/Payroll in fiscal 2023 are on track to go live May 8, 2023.
  - The project is 72% complete overall with all milestones progressing as planned.
  - The configuration sign-off is now complete.
  - The mock cutover conversion, system test, CRPs, TTT, security requests, and cutover plan are in progress.

IV. Reminders

- Financials Agency Services supervisor Anthony Martin presented the Financials: Hotel Occupancy Tax Refund Reports.
  - On March 9 the hotel occupancy tax refund for December through February will be available on DAFR8190 and DAFR8200.
  - The entry for this refund will be included in a journal for agencies that receive a GR document on the HX file through CAPPS.
  - For those agencies not using the HX file for GR documents, an increase to their CAPPS actuals ledger by the amount of the refund may be needed. Use the coding block in the Uniform Statewide Accounting System (USAS) — no T-code is required in CAPPS.

- HR/Payroll: HR/Payroll Agency Services supervisor Erika Condado-Alvarado presented calendar year-end (CYE) updates. Key dates and activities included:
  - Feb. 24 was the deadline to pick up 1095-C forms. The last batch of forms was delivered on Feb. 28 and the applicable agencies were notified.
  - March 31 was the target date for the E-file 1095 transmittal. However, CAPPS Production Support provided the report of totals transmitted to the IRS on the agencies' behalf, Monday, Feb. 27. Updates will be available via agency SRs by Wednesday, March 1.

- All Towers: CAPPS Governance and Training Supervisor Tammy Ross presented the Level 1 Contacts Update.
  - All CAPPS Level 1 support staff lists are posted on the FMX website. Please be sure to periodically review these lists and notify the CAPPS Governance team of any changes or discrepancies.
  - To make changes to the agency Level 1 lists, the agency's security coordinator (ASC) must submit a request via the Security Request System using the Add/Remove Level 1 field options.

V. On the Horizon

- All Towers: CAPPS Product Manager Chelsa Vinklarek provided an update on the March TDIS upgrade.
  - The upgrade will be conducted during the March 4 weekend. **NOTE:** Subsequent to the user group, the TDIS upgrade was postponed. A new date for the upgrade will be announced when available.
  - The upgrade changes include:
    - The DA Console URL is changing. Changes will be transparent for those users who access the console via the tile in CAPPS. Bookmarked URLs will no longer work after the upgrade is complete.
    - DA Console will receive minor cosmetic changes with no changes to functionality.

- □ Delegated Administrators (DAs) will be able to administer other DAs of the same level. For example, aiding in locked accounts.
- □ TDIS Portal will now have multi-factor authentication (MFA) preference management – users can identify a preferred MFA method as the default. Any method can still be selected at login, regardless of the defined preference. Options are available to users in Account Settings.
- □ TDIS Portal main dashboard (landing page) will display a password expiration notice within seven days of password expiration.
- □ TDIS will start processing last name changes. These will be visible to users in TDIS Portal.

- All Towers: Chelsa Vinklarek provided an update on Legacy Fiscal Modernization.
  - Members of the Fiscal Management division, including our USAS and Texas Identification Number System (TINS) subject matter experts (SMEs), CAPPS SMEs, and Information Technology division staff have been meeting over the past few months to develop high-level system requirements with the goal of replacing the USAS and TINS mainframe systems.
  - We've contacted several vendors and provided high-level requirements related to statewide accounting and budgetary controls, vendor management, and payment processing. Each vendor was given an opportunity to present their software solutions. The CAPPS team participated in these discussions as well, gathering and preparing information on the potential PeopleSoft enhancements needed to incorporate these requirements.
  - The Texas Comptroller of Public Accounts has opted to seek a new software solution to replace USAS and TINS rather than pursuing a PeopleSoft solution.
  - On January 30, as part of the Comptroller's office presentation to the Senate Finance Committee, Texas Comptroller Glenn Hegar stated that the agency is asking for additional funding for this modernization effort.
  - To prepare for the next steps, the team is developing more detailed requirements. The agency will begin preparing a Request for Offer (RFO), along with a Scope of Work, with a potential issue date early next fiscal year, assuming the funding is authorized.
  - A rough timeline of events to follow would be a vendor selected through the RFO process and a deployment project kicked off in early calendar year 2024. Based on vendor feedback received, we anticipate an 18-to-24-month transition to implement the new solution.
  - What does this mean for CAPPS? We expect business as usual for the agencies using CAPPS. CAPPS remains our statewide Enterprise Resource Planning (ERP) solution for agencies. We will continue supporting, maintaining, and onboarding agencies as we always have.
  - The replacement of USAS and TINS will mean that CAPPS will now interface with the new solution. This new system will be part of the CAPPS umbrella and will offer users a modern user experience accessed from a web browser. The interfaces to and from the new solution are required to be the same as for USAS and TINS so that CAPPS and agencies, including Hubs, and institutions that still interact with these legacy systems will continue to interface with the new system.
  - We are going to make efforts, where feasible, to enhance the interaction between the new system and CAPPS. We plan to make it a priority to have the interactions between CAPPS and the new system be smoother and more seamless so our users can have a more unified experience.
  - We will continue to share information as we move further into the project.

- HR/Payroll Agency Services supervisor Erika Condado-Alvarado presented the Veteran Workforce Summary Report. Key details included:
  - The Veteran Workforce Summary Report compiles and analyzes information on the hiring and employment of veterans by Texas state agencies and institutions of higher education. The Comptroller's office annually files this report with the Legislature after the fourth quarter of the fiscal year and before Dec. 1, as required by Texas Government Code, Section 657.008(c).
  - It works by CAPPS HR/Payroll Hub and Central agencies submitting veteran data to the Standardized Payroll/Personnel Reporting System (SPRS) through the CAPPS system to facilitate statewide reporting requirements.
  - Agencies should review the previous quarter's report to determine if any corrections are needed.
  - March 15 is the maintenance and corrections deadline for the fiscal 2023 second-quarter Veteran Workforce Summary Reports (Dec. 1 to Feb. 28).

- On March 16 the online quarterly report acknowledgment form (with required complaint reporting included) will be available as well as the electronic file transfer (EFT) quarterly report.
- The online quarterly report acknowledgment form (with required complaint reporting included) must be submitted by 5 p.m. central time on March 23.

VI. Features and User Spotlights

- Financials: Financials Analyst Darayle Knause reported on the Journal Unpost Approval upgrade.
  - During the upgrade, CAPPS gained the ability to require workflow (WF) approval prior to a journal being unposted.
  - How it works:
    - Submit the journal to the Journal Unpost page prior to unposting.
    - The journal is listed in the worklist where the approver can approve/deny.
    - JRNL_POST program creates a new journal after it is approved.
    - No actual journal exists until created by the posting program.
  - It is recommended to only have one level of approval for unposting.
  - The CAPPS System Support team must set up Journal Unpost WF Approvals for the agency.
  - If interested in this new functionality, please submit a comment/request via SR 34029.

- HR/Payroll: HR/Payroll analyst Allen Varghese presented Grievances and Disciplinary Action.
  - CAPPS offers a comprehensive database to track disciplinary actions and grievances effectively.
  - The system allows management to record and monitor instances of misconduct and grievances and maintains the data for future reference and analysis.
  - The navigation to the grievance and disciplinary pages and the steps to complete a new entry were provided.

- CAPPS Recruit analyst Rebecca Kelly presented CAPPS Recruit Records Management.
  - The state and agency retention schedules (RRS) require retention of recruit-related records for two years and applications of hired candidates for five years after termination.
  - CAPPS Recruit retains records until the agency requests a purge.
  - Agencies must submit an ASP SR ticket to request deletion of CAPPS recruit records.
    - Submissions and requisitions can be deleted based on the following details about the requisition:
      - Creation date.
      - Last modification date.
      - Close date (date of filled, cancelled, or delete status).
      - Status.

VII. Open Forum Q&A

- This month, the CAPPS team posed the following question to meeting attendees: How much time do you spend in CAPPS on a given day? Attendees were asked to put responses in the chat.

VIII. Deep Dive Topics

- CAPPS Service Requests (SRs) – HR/Payroll Agency Services supervisor Erika Condado-Alvarado presented Different Ticket Types and What They Mean.
  - The CAPPS Agency Services Intake Team assesses all requests to ensure accuracy and completion of all ticket fields and assigns them to the appropriate analyst based on the request type.
  - Commonly used request types include:
    - Configurations – standard configuration changes.
    - Information – questions and inquiries regarding the system.
    - IAM/TDIS (Security) – captures issues or inquires related to IAM/TDIS.
  - Data Change Request Types:
    - Data Change – updates to system data.
    - Data Change (LOA) – updates to the system on behalf of an agency that requires a letter of authorization.

- The System Support Team works on the following request types that require life cycle stages (build, testing and migration) and release schedules:
  - Enhancements – additional functionalities developed and implemented into the system; generally used when a code change is required.
  - Break Fixes – addresses issues when CAPPS, baseline PeopleSoft code, or a business objects report or query that is not working as intended.
  - Required Maintenance - used to denote work units that are classified as required maintenance rather than enhancement work (i.e., statutorily required updates).
- Two new request types have been added.
  - For internal HR/Payroll and Financials.
    - Agency Guidance/Support - additional research and/or guidance, does not require an action.
  - For agency HR/Payroll.
    - Payroll Processing – an inquiry or issue that could fall under any module but entails an employee or error during payroll processing.
- The Financials Procurement Contracts Update that was scheduled for the final topic was postponed due to time constraints. CAPPS Financials analyst Johnathan Oberhoff will present this topic at the March Financials User Group meeting on March 30.

IX. Wrap-up/Close Meeting

- Next meeting: **Tuesday, March 28, 2023** — a CAPPS HR/Payroll user group meeting and **Thursday, March 30, 2023** – a CAPPS Financials user group meeting.
- Submit ideas or suggestions for future user group discussion by emailing the CAPPS Product team at CAPPS.Product.Team@cpa.texas.gov.