

# CAPPS Combined HR/Payroll and Financials User Group Meeting

Thursday, July 27, 2023

9–11 a.m.

(Webinar Only)

## I. Announcements and Reminders

- Reminder that eProcurement Fluid will enter production on Monday, Aug. 7. Submit any questions or issues using SR 35927. Agencies can find job aids in SR 20519.
- Agencies can download the New Fiscal Year-End (FYE) Process Desk Aid, New FYE Checklist, and Budget Journal import template from SR 35938.
- Important fiscal year-end close (FYEC) dates:
  - Normal processing is available until Aug. 31 at 5 p.m.
  - All transactions processed on Aug. 31 are sent to the Standardized Payroll/Personnel Reporting System (SPRS) before the CAPPS team begins the fiscal year-end process.
  - The system will be unavailable Aug. 31 at 5 p.m. — Sept. 5 at 8 a.m.
  - Normal CAPPS activities will resume on Sept. 5 at 8 a.m.

## II. Production Updates

- Financials activity was reviewed.
  - Financials SR Summary Data for June 2023 included 493 new tickets opened, 491 closed and 223 tickets that carried forward from June into July.
  - The Financials Production Release SRs for August will migrate to Production on Aug. 14 and 31, with a total of twelve items being implemented. Highlights of the August releases include:
    - A bug-fix to ensure only the user agency SetID displays when searching parent contract records and only users from their agency display in the search list when inserting a requisition approver or reviewer on a parent contract. **(SR 35558)**
    - A new feature providing an automated notification for Asset Management interface errors from both Purchasing and Accounts Payable to alert agencies when asset transactions fail in the CAPPS integrations to asset management. **(SR 30657)**
    - An improvement to the Voucher Print report ensuring that vouchers are correctly displayed on the report based on the USAS Sent Date, including the correct amount. The prompt to exclude Travel Vouchers will also be removed since it is no longer required. **(SR 32254)**
    - An improvement that allows employees using Travel and Expense to see all expense history through the Employee Self-Service page; previously only the past 6 months of history was viewable via ESS. **(SR 35534)**
  - For the new functionality being implemented in August, one change is highlighted for agency testing during User Acceptance Testing (UAT). The functionality and acceptance criteria are:
    - **SR 34909** – An enhancement that enable users to send accrual entries to the Uniform Statewide Accounting System (USAS) without also sending the reversing entry to USAS.
      - Acceptance Criteria: Create a USAS-bound Journal (with accrual USAS T-code) and post. The Accrual Journal created will NOT contain USAS Information. This allows a second option (versus a Net-Zero Journal) for encumbrance reporting APS018.
  - Submitted a Financials enhancement for a vote to add to the CAPPS Financials baseline:
    - **SR 35579** – Custodian required at the time of receipt.
      - User Story: *As a CAPPS user, when recording receipts for asset purchases, custodians need to be assigned at the time of receipt, ensuring data is integrated into other 3rd party systems and ensures the property is assigned to a responsible party.*
      - Proposed Solution Summary: Need an enhancement to provide a configurable option for an agency to require a custodian when a user enters a purchase order receipt for an asset at the time of entry.

- CAPPS HR/Payroll activity was reviewed.
  - HR/Payroll SR Summary Data for June 2023 included 700 new tickets opened, 704 closed and 644 tickets carried forward from June into July.
  - The HR/Payroll release for July had 23 new requests that included six new features, nine bug fixes and eight improvements. Highlights of these changes:
    - A new feature that allows the Compensation History page to display the percentage of change for the employee's most recent salary increase. **(SR 40448)**
    - A fix that ensured that salary actions remain inside the salary grade, per payroll policy. **(SR 45419)**
    - An improvement that displays a pop-up warning message when time is entered on an agency holiday so employees can be reminded to report the hours under the appropriate TRCs. **(SR 43361)**
  - The HR/Payroll Production Release SRs for August will migrate to Production on Aug. 7 and Aug. 21, with a total of 21 items being implemented. Highlights of the August release include three SRs available for UAT:
    - An enhancement that provides a new action reason to allow an increase in salary for a person selected through competitive selection for a position within the same job code. **(SR 47165)**
    - An enhancement that allows employees to be designated with *Spouse Member* or *Spouse Primary* military preferences. **(SR 47169)**
    - The ability to award paid parental leave for employees who are FMLA-eligible following the birth or adoption of a child. **(SR 47187)**

### III. CAPPS Project Updates

- The CAPPS Financials agency deployment for fiscal 2023 is 96% complete.
  - Cutover Activities are underway.
  - UAT and UAT signoffs are complete.
  - Application Service Provider (ASP) Level 1 Training is forthcoming.
  - CAPPS team is preparing the soft go-live.

### IV. On the Horizon

- Provided agencies with information on the Equal Employment Opportunity (EEO)-4 Report:
  - This biannual report reflects state agency hiring practices for odd-numbered years.
  - The report is used by the Governor's office to report and certify to the U.S. Equal Employment Opportunity Commission on behalf of the state of Texas as a single employer.
  - Important dates regarding the EEO reporting process:
    - The preliminary EEO-4 Report was available to agencies on July 20.
    - Agencies' EEO-4 Report Acknowledgement Form is due by Aug. 3.
    - Agencies' necessary data corrections to the EEO-4 report are due by Aug. 15.
    - The final EEO-4 report will be available on Aug. 17.
    - The final EEO-4 Certification is due to the Governor's office by Aug. 31.
- Identified thousands of unused private queries in the databases and will be undergoing an effort to remove them and implement a regular schedule of clean-up.
  - Queries subject to deletion include private queries that have not run for at least 30 months or that are owned by individuals who have been terminated for at least 12 months.
  - The first deletion of unused queries for HR/Payroll will occur in **October**.
  - The first deletion of unused queries for Financials will occur in **November**.
- Shared the CAPPS Roadmap, showing major milestones coming up for CAPPS:
  - System and policy updates for how prior state service is recorded in CAPPS.
  - Preparation and planning for FYEC activities.
  - CAPPS internal review of job profiles to ensure each profile carries the appropriate access.
  - Image Upgrade planned for **Summer, 2024**.
  - Replacement of the Service Desk Management (SR ticketing) system.
  - Modernization of legacy systems, including replacements for USAS and TINS and decommissioning of SPRS, HRIS and USPS.

### V. Open Forum/Q&A

- Attendees were asked: *"Which potential roadmap features are you most excited about?"*
- Answers will be shared in the next User Group meeting.

## VI. Features & User Spotlights

- This month's Spotlight focuses on the daily data file sent from the Employee Retirement System (ERS) to CAPPs.
  - ERS sends a daily file of changes and new enrollments for employee insurance elections. When new enrollments or changes are entered in the ERS system, they are transmitted to CAPPs via this daily file.
  - Agency superusers can review uploaded data, as well as any errors on the CAPPs ERS Inbound screen. To navigate:
    1. From Workforce Administration, select **Benefits Administration**.
    2. Select **Interface Results**.
    3. Select **ERS Inbound**.
  - The menu tabs allow views of various data types from the ERS inbound file. To see summary information from the most recent upload, on the **Overall Results** tab, select the checkbox next to **Get the most recent Daily load** and select **Refresh Page**.
  - Agency benefits coordinators should review the ERS Inbound file daily for errors and new hire enrollments.
  - Refer to the ERS Daily File Processing Desk Aid for complete details.

## VII. Deep Dives

- Discussed the process for enhancing CAPPs. An *enhancement* is any product change or upgrade that increases the capabilities of CAPPs (such as added features, enhanced services and new tools).
  - To request an enhancement:
    - Agency Level 1 Support Staff can submit a Service Request (SR) ticket in the ASP Solution Center.
    - SR tickets include:
      - A brief (Short) description of the request.
      - A more detailed (Long) description.
      - An explanation of the scope of the issue.
      - Additional relevant details (such as screenshots or other documentation).
  - Tickets are reviewed by the CAPPs product manager, product team and other relevant CPA/CAPPs staff.
  - Ticket review considers the utility of the enhancement on a statewide basis, feasibility, and size or complexity of the work required.
  - After review, tickets are voted on by the CAPPs User Group Committee and (if approved) are sent to the CAPPs Steering Committee for final approval.
  - Once an enhancement has been approved and ranked, it will be considered for release. Other considerations made at this time include funding, timing and the Oracle PeopleSoft roadmap.
- With the FYEC coming soon, agencies are encouraged to prepare for FYE reporting, paying particular attention to necessary actions related to agency reorganizations, job title changes and reallocations, temporary assignments, HR/Payroll department budgets and other organizational or system considerations.
  - Enter all terminations/retirements in CAPPs **by 5 p.m. on Aug. 31**.
  - Do not enter September hires or position updates in CAPPs until **after** the FYEC rollover process is complete on **Sept. 5**.
  - Enter all position updates effective fiscal 2023 in CAPPs **by 5 p.m. on Aug 31**.
  - Clear all Position Exceptions.
  - Do not enter any future-dated actions in Position or Job Data.
  - Remind employees to enter all leave transactions **before 5 p.m. on Aug. 31**.
  - Remind employees that CAPPs will be unavailable **from 5 p.m. on Aug 31 through 8 a.m. on Sept. 5**

## VIII. Wrap-up/Close Meeting

- The Financials SR Vote survey will be sent to users after the meeting.
- In August, individual CAPPs User Group meetings will be held for each tower:
  - HR/Payroll User Group – Tuesday, Aug. 22 (with a deep dive on emergency leave reporting)
  - Financials User Group – Thursday, Aug. 24 (with a deep dive on BOBJ reporting)
- Submit ideas or suggestions for future user group discussion to: [capps.product.team@cpa.texas.gov](mailto:capps.product.team@cpa.texas.gov)
- To be added to the distribution list for the user group meetings, email: [capps.cgc.ba@cpa.texas.gov](mailto:capps.cgc.ba@cpa.texas.gov)