



TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
AUSTIN, TX 78763-5218  
(512) 782-5001

NGTX-R

March 15, 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CAPPS Phase II Implementation Project

1. The Centralized Accounting Payroll/Personnel System (CAPPS) project was approved for the Texas Military Department (TMD) in the 84<sup>th</sup> Legislative Session and is a high priority project for the Texas Legislature, Texas Comptroller of Public Accounts (CPA) and our agency. CAPPS Phase I implemented the centralized process for TMD's state budget, accounting, purchasing and asset management activities effective 1 September 2016.
2. CAPPS Phase II, related to State Human Resources, Time/Leave Management, and Payroll, is scheduled for implementation on 10 July 2017; and will automate functions that are currently managed via manual processes such as time sheet entry/certifications and onboarding activities. State employees will have direct access to personal information, leave balances and self-service payroll information. These functions will empower employees to self-manage activities that had previously been centrally managed by the State HR staff.
3. CAPPS Phase II will affect all state employees and federal supervisors managing state employees. Therefore, full cooperation and active participation is expected by all TMD employees if and when called upon to provide (or communicate) information, assist with system testing and attend training sessions.
4. Additionally, CAPPS security and user access is established via an active agency sponsored email address. The email address may be either an active military (.mil), state (.gov) or school district (.isd) address. Therefore, TMD must ensure that all current state employees have a valid business email address no later than 1 April 2017.
5. TMD Senior Leadership actively supports, and is committed to the successful implementation of, the CAPPS project. CAPPS is the future of our State government's financial and human capital management. Your participation as requested is essential to ensure the success of the project and our organization.

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6. Additional project information can be obtained from the CAPPS Project Manager, Cathy Mann at [cathy.mann@military.texas.gov](mailto:cathy.mann@military.texas.gov) or 512-782-6040, or Shelia Taylor, Deputy Executive Director at [shelia.taylor@military.texas.gov](mailto:shelia.taylor@military.texas.gov) or 512-782-3390.



BILL WILSON  
Executive Director

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