

## **Time & Attendance User Group Charter**

The Time & Attendance User Group (TAUG) was established to represent all users of the National Finance Center's (NFC's) Payroll/Personnel System in areas that impact and/or are impacted by time and attendance (T&A).

### **Purpose**

The TAUG provides the NFC user community, the program staffs at departmental level and the technical systems staff at the NFC a forum for discussing and providing input on time and attendance issues. The TAUG provides a process to user agencies regarding NFC's systems capabilities regarding T&A and assures the integrity of the systems. The purpose of the TAUG is to research T&A related issues and recommend improvements.

### **Responsibilities**

#### **The T&A User Group:**

- Represents all T&A users assuring that user needs are fairly represented.
- Identifies, develops, reviews and recommends T&A system procedures.
- Identifies and recommends proposed system improvements/enhancements.
- Provides technical advice and assistance within the user community.
- Provides a mechanism for sharing problems and solutions among users.
- Develops consensus solutions to problems and/or develops priorities within the user group.
- Assists in the design, requirements, testing and implementation of T&A systems changes.

#### **Chairperson:**

The Chairperson will be a member of the NFC staff. Responsibilities include:

- Assures meeting is run in a smooth, orderly manner.
- Coordinates and submits the proposed system changes, improvement and/or enhancements to assure requirements are presented in an accurate format.
- Coordinates the implementation of recommended changes.
- Requests volunteers for special workgroups.
- Presents completed proposals to the Chairperson of CAPPs for presentation to clients.
- Forwards to the TAUG any T&A related notices that are distributed by NFC's Client Management Branch (CMB).
- Schedules quarterly meetings and distributes the agenda, handouts and action items report to members via GovDelivery.
- Reserves meeting rooms at the NFC Client Services Office (CSO) in Washington, D.C.
- Post Charter, notes, handouts and action items report on the NFC Homepage.
- Represents the user group to NFC when discussing topics of interest or concerns to the user group members.

**Facilitator:**

- Coordinates with the CMB on the receipt, consolidation, development and issuance of agenda items.
- Assists the Chairperson of the user group by scheduling meetings, obtaining meeting rooms and distributing the agenda to internal NFC personnel in New Orleans.
- Provides the Meet-Me-Number to out of town participants.
- Compiles and finalizes the meeting notes.
- Represents the user group to NFC when discussing topics of interest or concerns to/from the user group members.
- Ensures action item issues are brought to the attention of the NFC Development staff and requests participation at the meetings with the NFC staff.

**Member:**

- Submits agenda items.
- Identifies, develops, reviews and recommends T&A related payroll/personnel system procedures.
- Identifies, develops, reviews and recommends proposed system improvements/enhancements and recommends development priorities in the areas of time and attendance.
- Assists in the development of requirements, designing, testing, and implementation of changes in the areas of time and attendance.
- Serves on workgroups as needed.
- NOTE: Member from clients who utilize NFC's STAR will also be responsible for providing all of the above support specifically as it relates to STAR.

**Meetings**

Meetings will be held on a quarterly basis per calendar year and held in the USDA South Building/NFC CSO in Washington, D.C. Special meetings may be scheduled as needed.

**General Comments**

- The Chairperson will request additional topics from the Co-Chairperson(s) one month prior to the scheduled meeting.
- The Co-Chairperson(s) will submit additional topics to the Chairperson no later than one month prior to the scheduled meeting. *Note:* Items not received by the due date will be deferred until the next meeting, with the exception of system problems requiring immediate attention.
- The Chairperson will issue a reminder of the meeting and agenda one week prior to the meeting.
- The Facilitator will reserve a conference room and send an appointment to the appropriate internal NFC personnel in New Orleans.
- Meeting notes will be posted on the NFC Homepage no later than 8-10 business days after the meeting.
- All communication will be sent to/from the TAUG mailbox: [TAUG@usda.gov](mailto:TAUG@usda.gov).