

## ***EmpowHR* User Group Charter**

The ***EmpowHR*** User Group (UG) was established to represent all users of the National Finance Center's (NFC's) ***EmpowHR*** system. ***EmpowHR*** is an Oracle/People Soft-based Human Capital Management System.

### **Purpose**

The ***EmpowHR*** UG provides an interface between the ***EmpowHR*** user community, the program staffs at departmental level and the technical systems staff at NFC. The ***EmpowHR*** UG provides a process to user agencies regarding the ***EmpowHR*** system capabilities and assures the integrity of the system. The purpose of the ***EmpowHR*** UG is to recommend improvements.

### **Responsibilities**

#### ***EmpowHR* User Group:**

- Represents all ***EmpowHR*** users assuring that user needs are fairly represented.
- Identifies, develops, reviews and recommends ***EmpowHR*** 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 IR priorities within the user group.
- Assists in the design, requirements, testing and implementation of ***EmpowHR*** system changes.

#### **Chairperson:**

The Chairperson will be a staff 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 accurately.
- Coordinates with the Client Management Branch on the receipt, consolidation, development and issuance of agenda items.
- Coordinates implementation of recommended changes.
- Requests volunteers for special workgroups.
- Presents completed proposals to the Chairperson of CAPPs for presentation to clients.
- Schedules quarterly meetings and distributes the agenda, handouts and action items report to members via GovDelivery.
- Reserves meeting room at the NFC Client Services Office (CSO) in Washington, D.C.
- Posts Charter, notes, and action items report to 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 Client Management Branch (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.

**Members:**

- Submits agenda items.
- Identifies, develops, reviews and recommends payroll/personnel system procedures.
- Identifies, develops, reviews and recommends proposed system improvements/enhancements and recommends development priorities.
- Assists in the design, requirements, testing, and implementation of *EmpowHR* system changes.
- Submits departments' views, comments and recommendations on changes or enhancements.
- Serves on workgroups as needed.

**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 *EmpowHR* User Group mailbox: [EmpowHR.UG@usda.gov](mailto:EmpowHR.UG@usda.gov).