

## **Unique Benefits Working Group Charter**

The Unique Benefits Working Group (UBWG) is a pilot committee established by the National Finance Center (NFC) to represent agencies with unique employee benefits (ex. Non-Federal Life Insurance plans, Thrift Plans etc.) The pilot will operate for a year and periodically assess the future continuance based on participation and accomplishments of the Working Group.

### **Purpose**

UBWG provides an interface between the NFC Payroll/Personnel System (PPS) user community, systems development staff, and the technical systems staff at NFC. The working group provides a forum for members to offer input and discuss requirements/changes to unique benefits handled by PPS. UBWG assists agencies with the process for NFC system changes and validates the integrity of the change with group participation. In addition, UBWG provides the opportunity for agencies to pool financial resources to fund changes and/or improvements.

### **Membership**

UBWG consists of members from agencies with unique employee benefits.

### **Responsibilities**

- Represent agencies with unique benefits to ensure user needs are met
- Identify, develop, and recommend system procedures as it relates to unique benefits
- Identify and recommend proposed system improvements/enhancements
- Provide technical advice and assistance within the user community
- Provide a mechanism for sharing problems and solutions among the group
- Develop consensus solutions to problems, and/or develop priorities within the group
- Review/Approve Functional Requirements Documents
- Participate in testing of system changes
- Provide suggestions for improvement or feedback regarding effectiveness of Working Group

### **Chair/Co-chair Persons:**

The working group will be chaired by a member of the NFC staff. Nominations will be accepted for a Co-Chair from agency members. Responsibilities include:

- Schedule quarterly meetings, distributes the agenda, handouts, action items report and call-in numbers to members
- Ensure meeting is run in a smooth, orderly manner
- Coordinate and submit the proposed system changes/improvement/enhancements to ensure requirements are presented in an accurate format
- Coordinate the review of Functional Requirements Documents (FRD)
- Participate in financial discussions and assist with Inter-Agency Agreements as necessary to fund system changes/improvement/enhancements
- Coordinate implementation of recommended changes

- Request volunteers for special workgroups
- Represent the working group to NFC when discussing topics of interest or concerns
- Post Charter, notes, handouts, and actions to the NFC Home Page

### **Member Responsibilities:**

- Submission of agenda items
- Identifies, develops, reviews, and recommends proposed system improvements/enhancements
- Collaborates with other members to prioritize system improvements/enhancements
- Assists in the design, requirements, testing, and implementation of system changes as it relates to Benefits
- Collaborates with other members to identify funding sources for prioritized projects
- Serves in smaller workgroups as needed

### **Meetings**

Meetings will be held on a quarterly basis per calendar year and will take place via teleconference. Frequency may increase as the need arises for communications regarding specific projects. On-site meetings may occasionally be scheduled at NFC, New Orleans or in our Customer Support Office in Washington, DC.

### **General Comments:**

- The Chairperson will request topics from the group 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.
- 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 UBWG mailbox: [Unique.Benefits@nfc.usda.gov](mailto:Unique.Benefits@nfc.usda.gov).