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 in an accurate format.
- 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.
- Schedule meeting appointments via a cloud-based video conferencing platform that allows users to connect via video, audio, phone, and chat.
- Posts Charter 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.
- Compiles and finalizes the meeting notes and saves the final copy to the

shared drive and sends final copy to the EmpowHR User Group community.

- 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 every 2nd Tuesday at 12pm CT via a cloud-based video conferencing platform that allows users to connect via video, audio, phone, and chat. 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 Facilitator will send the appointment to the EmpowHR User Group community.
- All communication will be sent to/from the *EmpowHR* User Group mailbox: EmpowHR.UG@usda.gov.