

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

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E-DPM Instruction No. 31A-5

SUBJECT: Establishment of the *PeopleSoft System Governance Committee*

Date: March 1, 2011

1. Purpose

The purpose of this Electronic-District Personnel Manual (E-DPM) Instruction is to provide guidance in the area of governance of the District government's human resources (HR) information management/payroll system, known as the *PeopleSoft System*.

The *PeopleSoft System* delivers comprehensive HR capabilities, from workforce management to compensation and talent acquisition management. This online tool incorporates the areas of HR Recruitment, Benefits, e-Performance, and Time and Labor into one (1) system.

2. Scope

The *PeopleSoft System* is jointly owned by the D.C. Department of Human Resources (DCHR), the Office of Pay and Retirement Services within the Office of the Chief Financial Officer (OPRS/OCFO), and the Office of the Chief Technology Officer (OCTO). However, primary ownership belongs to the DCHR.

3. General Policy

- a. There is established a *PeopleSoft Governance Committee (Committee)* which includes employees from the DCHR, OPRS/OCFO, and OCTO. The *Committee* is responsible for reviewing and approving all enhancements or modifications and interfaces to the *PeopleSoft System*.
- b. All agencies under the personnel authority of the Mayor (subordinate agencies) and independent agencies that utilize the *PeopleSoft System* must submit for approval to the DCHR Director all requests for *PeopleSoft System* access, enhancements or modifications, and interfaces to the HR Recruitment, e-Learning, and e-Performance software modules.

Note: E-DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

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- c. All subordinate agencies and independent agencies that utilize the *PeopleSoft System* must submit for approval to the OPRS Director all requests for access and enhancements or modifications to the Time and Labor software module.

4. External Systems

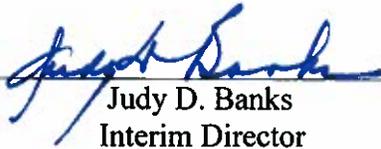
Subordinate agencies and independent agencies that utilize the *PeopleSoft System* are welcome to procure systems outside of the *PeopleSoft System* for the purpose of capturing and maintaining agency employee database information; however, such interfaces will not be created with the *PeopleSoft System* unless approved by the *Committee*.

5. Consideration of Requests Submitted to the *Committee*

Upon receipt of an agency request pursuant to Paragraphs 3b, 3c, and 4 above, the *Committee* will promptly review the merits of the request, make a determination on the request, and inform the requesting agency of its determination.

6. Effective Date

This E-DPM instruction is effective immediately.



Judy D. Banks
Interim Director