

## **Cyborg Meeting Minutes October 8, 2003**

Attendance: Ellen Banky; Pete Bostian; Wayne Duncan; Randy Keller, Kim McLean; Pam Mendelsohn; Jim Racheff

1. Payroll Processing – Wayne Duncan:
  - a) End of fiscal year uneventful – just changed the center numbers;
  - b) Upcoming Holidays/Processing Schedule: Monday, October 13<sup>th</sup>, Columbus Day and Tuesday, November 11<sup>th</sup> (Veteran's Day) will not have an effect on payroll processing. For both November 25<sup>th</sup> (Thanksgiving) and December 25<sup>th</sup> (Christmas) the Friday following the holidays would normally be the compute for payroll processing. Wayne indicated the choice would be either to run payroll the Wednesday prior or the Monday following and we need to decide on the schedule at the next meeting;
  - c) Quarter End: All quarter-end reports are done and the 941 reports are out there;
  - d) Year end: Will run the 8W8W report this week to get counts of the number of W2's required. Forms will be ordered next week and year-end classes will be scheduled for Ann and Wayne. Wayne will let everyone know the class schedule;
  - e) Mail Stops: Wayne created a new screen in the test region to collect mail stop information - the MS screen – (copy of EM screen); and is working on system security to limit mailroom users' access to only that screen;
  - f) SAIC compensation statements will be generated next week; Wayne will be meeting with Retha tomorrow and then Ed Green to clean up the report and we will run it sometime after the 17<sup>th</sup> of October;
  - g) F&M Bank Closing/Merger: the ACH transmission destination and procedure for WISCO has to be changed and tested prior to the next payroll because of the F&M Bank merger with Mercantile Bank;
2. Cyborg Updates: Pete reported that Ken Dinsmore ordered and we have received the latest update, Version 5.1. There are no real changes that affect us, mostly e-Cyborg changes and the system has gone worldwide and can now handle earnings >\$10M;
3. Time & Attendance: The time and attendance system selection committee will be meeting with Ken Dinsmore when he returns from vacation and they will hopefully make a decision on the award for the Time and Attendance system. Randy has asked Kim Abdinor to check on Workbrain's and Deltec's implementation and training costs. Pete wants to know

who implements the system – Workbrain or a contractor – we would prefer not to work with a contractor for implementation.

4. Cyborg Users Association: Pete, Wayne and Ellen attended the Cyborg User's Conference in Chicago last month. Cyborg presented Pete and Wayne with an award for being this year's Outstanding Technical User. They also reported that Hewitt has purchased Cyborg and the name will change to Hewitt Associates although the product will still be referred to as Cyborg.

The next meeting will be held on Wednesday, November 12<sup>th</sup> in the Building 362 Conference Room.