

Cyborg Meeting Minutes November 12, 2003

Attendance: Pete Bostian; Ken Dinsmore; Wayne Duncan; Ann Heller; Randy Keller, Kim McLean; Pam Mendelsohn; Jim Racheff; Nate Wilson

1. Payroll Processing Schedule – Wayne discussed the payroll processing schedules for the Thanksgiving and Christmas pay periods. Pete stated that the payrolls could easily be run on the Monday following the holidays. Ann indicated that she would prefer that the SAIC payrolls be run on Friday after Thanksgiving and on Wednesday before Christmas and that all required inputs would be made by Wednesday and Tuesday respectively. Wayne said that he could run them on those days. Nate and Pam said they had no preference.

Pete asked whether payroll processing would be done on Mondays when the new time and attendance system is implemented and would it not be a good time to switch to that schedule now. Ann indicated that there were too many other things going on to change the schedule now.

Wayne asked about the ACH transfer schedule. All agreed that it was unnecessary to change that schedule from Wednesday to accommodate the New Year's holiday.

2. F&M Bank Merger: Wayne reported that he has successfully transmitted Wisco's F&M ACH data to Mercantile. A discussion followed on the changes the other companies needed to do to accommodate the merger – namely the change to routing numbers for the affected banks and branches. Pete noted that the new names should be formatted similar to M&T/branch name so that all M&T affiliated banks could be grouped together.
3. Year-end processing: Wayne stated that the forms had been ordered, that the Cyborg year-end processor was available to be downloaded and that he would be registering for the year-end processing Webinar for December 4th. Ann asked if he ordered pressure seal W2 forms. He said he had not but that he would do so.
4. DOIM HR/Payroll data: Pete noted that C&SS has started to extract data from the archived files at DOIM from the old financial system. He wanted to know if anyone needed data from the old payroll system files that reside there too. He noted that the status of the Army computer is tenuous and that he wanted to get all necessary administrative systems' data off the system as soon as possible. He requested that he be provided a list of the data that should be extracted from these systems and moved to our archived database. Ann noted that she would have to check to see what any audit requirements would be. Pam stated that in her experience auditors had no restrictions on the time frame for requesting information. Jim said that they might want to look at what contractual requirements, if any, were in place. Pete said that he would like this defined as soon as possible due to the amount of work required to extract the data.

5. Time and Attendance system: Ken noted that there would be a demonstration of the Chronos time and attendance system and that the two remaining vendors would be scheduled for demonstrations as soon as possible. Ann inquired if Ken had followed up about the SAIC company that used the Deltek system. Ken said that he had and that he notified Jim about contacting their technical staff if he were interested.
6. SAIC HR: Kim noted that SAIC would be implementing a new dental plan and noted that some employees never had their dental deduction turned off even though they were not supposed to be in the plan. No deductions were taken for these employees. Wayne stated that this was a result of the conversion from the old payroll system where deductions were established based on year-to-date accumulators. He noted that once the employees were turned off the problem would not reoccur.

Kim discussed the "premium holiday" that SAIC would have for the last payroll for 2004 and how it would be implemented. A discussion followed on the steps required to accomplish this in the Cyborg system. Wayne thought that the employees would have to have their records updated individually since there was no "mass" change to accomplish this.

The next meeting will be held on Wednesday, December 11th in the Building 362 Conference Room.