

Cyborg Meeting Minutes December 12, 2003

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

1. Time and Attendance: Ken Dinsmore reported that the next demo will be December 18th by Ceridian. That will be the last demo for the time and attendance candidate systems and he will schedule one final meeting of the committee to make a decision for the award as soon as possible.
2. DOIM Data: Pete discussed the issues involved in extracting payroll data from the old system previously run on the DOIM computer. These included the inability to reproduce individual payroll reports, the massive size of the employee dump report (which we can produce) and the potential difficulties of converting and using that report with Acrobat. Following discussion, Ann Heller indicated that year-end employee dump reports would suffice rather than the quarter-end reports she had requested.
3. Year-End Classes: Wayne requested that he be informed of any special check runs that may be required before the end of the year. Wayne also reported on the following: tax updates are not available yet; reviewed list of states for tax changes with Ann; the surcharge for unemployment in Maryland – the rise in the experience rating; downloaded all year-end information - manual is printed and available in the Cyborg documentation directory; he will create the year-end file after the next payroll run; and, will be ready to process W2's within the next few weeks.

The next meeting will be held on Wednesday, January 14th in the Building 362 Conference Room.