

Cyborg Meeting Minutes
January 14, 2004

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Ann Heller, Cathy McClintock, Kim McLean, Pam Mendelsohn, Jim Racheff, Nate Wilson

1. Time & Attendance: Ken Dinsmore reported that there are three factors used to evaluate the vendors in the RFP: acceptability, vendor performance (references) and cost. Ken reviewed the vendors and the results of their reference checks – Kronos: references all indicated they were very satisfied; Workbrain: Unable to reach references listed in their proposal – the contacts are either no longer there or the phone number listed is invalid. After January 23 he will assemble the group and get any final questions for vendors and ask them to submit best and final offers.
2. Year-End: Wayne reported that the two upcoming holidays will not affect payroll processing. Per request, he has inactivated the previous dental plan for SAIC. One consequence of that is that you cannot view employee history for inactivated benefit plans. Wayne will continue trying to resolve the issue.
3. Kim McLean inquired and discussion followed regarding government employee numbers in the system. Pete noted that the issue of the source and size of the number has been resolved and there are no changes – the employee number is six digits and comes from their NCI-Frederick badge number. Pete noted that the government employees maintaining the data have been instructed on the use of the system. Kim stated that she has had inquiries about government employee data and has offered to provide documentation.
4. Wayne stated that he will be purging data for the last contract year next Friday. Once that data is purged he will run the W2's.
5. Ann commented regarding the problems she is having with pressure sealing – the forms jam – she will contact the form vendor for help with the problem.
6. Ann inquired as to the status of testing the direct entry of timecard data forwarded to Wayne by Debbie Green from her time entry system. Wayne indicated that he would test the process after completing year-end W2 processing. Lengthy discussion followed about the process. Pete indicated that if the process were to be placed into production, it would be SAIC's responsibility to perform it and noted that problems have occurred with similar processes in the financial system. He also wondered why we were testing a process that would eventually be replaced with the new Time & Attendance system.

The next meeting will be held Wednesday, February 11, 2004, in the Building 362 Conference Room.