

Cyborg Meeting Minutes
February 11, 2004

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

1. Payroll Processing: Wayne indicated that the upcoming holiday (President's Day) will not affect payroll processing. He reported he has purged all labor history data through the beginning of this contract year.
2. Year-End Processing: Wayne reported all year-end processing is complete and the year-end data distributed. He did the SAIC federal transmission on line. The data included his user code and ID so he can monitor the status of the data – when they receive it and where it is in the process. If payroll wants to know the status, he can check it.
3. Cyborg Updates: Wayne emailed the State tax update list to the payroll departments. It was applied last payroll and affected Georgia, Pennsylvania, Illinois and Maryland. Wayne also indicated he has available the OSHA Hearing Loss report update.
4. DOIM Migration: The earnings history reports from the old payroll system for calendar years 1995 – first quarter 1999 have been converted to PDF's and placed into the contractors' payroll report directories. This data would be useful to auditors since it is searchable. The 1998 data is combined with the first quarter of 1999 because we didn't convert to Cyborg until March 1999. The year-end employee dump reports will be converted next.
5. Time & Attendance: Ken Dinsmore reported that as of yesterday he has contacted all the references for the vendors. He has prepared a list of specifications for the RFP and he will be sending those out to the vendors for their final response. Ken noted that there were no negative responses from the references. Once responses to the specifications have been received, he will schedule another meeting.
6. Cyborg Benefits: Kim has been working with Cyborg in an attempt to rectify a problem she is experiencing when terminating employees and their benefit deductions remain active. She has to shut the benefits off manually or payroll has to do paycheck adjustments. This occurs inconsistently and Kim is keeping a record of all instances to try and determine a pattern for when this occurs.

The next meeting will be held Wednesday, March 10, 2004, at 9 AM in the Building 362 Conference Room.