

Cyborg Meeting Minutes
March 10, 2004

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

1. Payroll Processing: Wayne indicated that Pam Mendelsohn noted that we should update the bank names of those banks that have been renamed as a result of acquisition/merger in the ACH bank table. Ann said she would provide Wayne with an updated list of the affected routing numbers and new bank names. Wayne also noted that Bank of America is merging with Fleet Bank. Wayne will also identify and remove those routing numbers and bank names that are no longer being used.

Wayne stated that there are no upcoming holidays which will affect payroll processing; however, Ann noted that on Good Friday the stock market is closed which will affect Vanguard which will in turn affect SAIC payroll processing.

Wayne noted he will run a test next week to delete the unused tax and HED segments and prepare to transfer the old employees from the system.

Kim noted that the Maryland New Hire Registry Electronic Reporting specs are now established and available for electronic processing (for child-support monitoring purposes).

2. Cyborg Updates: There are two new updates – one tax update which does not apply to us and the dependent group term life for imputed income update which also doesn't apply to us.
4. Time & Attendance: Ken Dinsmore reported that the group met February 26th and they compiled a final questionnaire for the vendors which requested best and final costs for their software license, maintenance, implementation and training and their estimate of the number of hours for implementation. A checklist of specifications from the RFP was prepared for the vendors to complete. Vendors will have two weeks to respond. Then the group will review the results make a selection. The questions should be out within the week and we should hear from the vendors by the second week in April.
6. Security Checks: Jim asked about the soon-to-be-required processing of background security checks for employees and new hires. There was a discussion concerning how the procedure would be implemented, with Kim providing the perspective on how it has been working for SAIC for new hires. Wayne noted that the data could be maintained in the Cyborg system and the 02 screen.

The next meeting will be held Wednesday, April 14, 2004, at 9 AM in the Building 362 Conference Room.