

Cyborg Meeting Minutes  
April 14, 2004

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

1. Payroll Processing: Wayne reported that the next holiday is Memorial Day. Payroll processing for that period will be discussed at the next meeting.

Wayne also reported that he purged all the unused tax and HED segments; he then transferred all of the terminated employees from prior years to the transfer companies; he ran a test payroll after the purge and everything should balance fine for this next payroll.

As discussed at the previous meeting, Wayne has completed the bank-name update and passed out the updated list of all banks with their new names.

Ken Dinsmore requested that several finance department employees be added to the Cyborg system and that they be allowed access to only the position management application for SAIC employees. Wayne required assistance from Cyborg to set up the appropriate security records.

Wayne noted that the SAIC stock purchase data is still being processed through the DOIM mainframe. This process will be rewritten to run on NCI-Frederick resources after processing Friday's (4/16) stock purchase data.

2. Cyborg Updates: Wayne reported that there are no updates pending at this time.
3. Time & Attendance: In Ken's absence, Pete reported that he has seen the "Best and Final Offers" submitted by the vendors and their implementation plan outlines. This information will be disseminated and then another committee meeting scheduled in the near future. Jim Racheff also noted that we need to start gathering information for pre-implementation of the Time & Attendance.
4. Ann Heller noted that she is going to the APA meeting in Nashville at the end of this month. Pete asked her to see if there is any information on the Time and Attendance vendors while at the meeting.

The next meeting will be held Wednesday, May 12, 2004, at 9 AM in the Building 362 Conference Room.