Cyborg Meeting Minutes
September 8, 2004

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

1. Payroll Processing: Wayne reported that the social security number search now only shows employees that the user is authorized to see. The users can no longer see other contractor employee's social security numbers. For SAIC, we also removed them from pay vouchers. Wayne noted that Protective Services is now entering data for government employees into the system and he has created and distributed a processing manual for their use.

    Wayne is also working on HR compensation statements and ESR's for SAIC. He has just received the year-end forms package and will review what needs to be ordered. Ann requested that he keep, or give to her, some W2 forms for 2002 and 2003; the older ones can be disposed of. He noted that we will continue to use last year's state form. Discussion followed regarding the need for a new folder/sealer that will handle pressure-seal W2 forms – the current one will not do so without extensive modification.

    Wayne noted that the Veteran's and Thanksgiving holidays would require processing schedule changes. It was agreed that timecards would be processed on the Wednesday before Veterans' Day and that payroll would be ready for processing early on the Friday after Thanksgiving.

2. Cyborg Updates: There have been four updates and none of them directly affected us. There were also three tax updates which also did not affect us.

3. Time & Attendance: Ken Dinsmore reported the lead engineer (Dong Luu) is configuring the T& software per the rules and policies that Ann gave him. Ann noted that she and Debbie Green are working on the procedure for charge code verification. Ken expects him to return for a visit here next week. Pete stated that Dong was going to send him an updated database after he has coded the rule sets. Pete also noted that we are missing the administrator's manual for the system (if it exists – it is referenced in the documentation we do have). Ken will contact Dong to determine when he will be back in Frederick. A detailed discussion followed regarding issues still unresolved regarding the implementation of the system. Following lengthy discussion, it was decided that Ken will arrange a meeting of all parties concerned to try to resolve these issues prior to the implementation of the system.

4. Miscellaneous: Wayne noted he will be attending the Cyborg Users Association Conference in California September 28 through October 1, 2004.

    The next meeting will be held Wednesday, October 13, 2004, at 9 AM in the Building 362 Conference Room.