

Cyborg Meeting Minutes  
October 13, 2004

Attendance: Ellen Banky, Pete Bostian, Wayne Duncan, Cathy McClintock, Pam Mendelsohn, Jim Racheff,

1. Payroll Processing: Wayne noted that Ann Heller now has the full version of Adobe Acrobat on her computer which enables her to extract and email payroll stubs to Africa and anywhere else. Pete questioned whether these emails should be encrypted for security purposes.

SAIC compensation statements will be printed Monday or Friday after payroll processing; Wayne is still waiting on three or four files from Retha and she has been out this week;

Wayne reported that Kim McLean requested that the SAIC benefit statement be revised to omit social security numbers and gender. Pete suggested combining the ESR, Benefits and Compensation statements into one mailing to employees.

Quarter-end processing has been completed for all companies except SAIC, which should be done today.

Upcoming Holidays/Payroll Processing: Veteran's Day – timecards will be done on Wednesday; Thanksgiving - timecards will be done on Wednesday and Wayne prefers to run payroll on Wednesday, but will be able to run Friday morning if necessary, otherwise it will be run on Monday, the 29th.

Year-end Processing: Kim McLean and Wayne tested the benefit holiday. Wayne noted that they usually purge labor and history off Cyborg after year-end, but since the file is getting big, was wondering if we could do it now. Ellen will check with Ann and get back to Wayne. Wayne is beginning to make arrangements for the year-end "webinar" for himself and Ann Heller. Wayne noted that the year-end update will be available November 1<sup>st</sup>. There will be some regulatory bulletins before the end of the year that expand the tax segments. Hewitt hopes to get it out before the end of the year, so there will not be any conversions.

2. Cyborg Updates: Updates apply to Pennsylvania and Kentucky local taxes which do not affect us.
3. Time & Attendance: Pete Bostian has been working with the time and attendance system and basically wiped out what Dong did because it did not make sense. He is manually adding the implementation group employees, activities (center, projects, sub-projects), detail codes (HEDs) and departments (approval structure) to see what tables are updated so that the processes can be done automatically. The implementer's response to our last memo was basically unintelligible – he didn't understand what we said and Pete did not understand his response. Pete thinks that he does not understand how we want the system to work. Pete will notify the group members when they can access the system.
4. Miscellaneous: Wayne Duncan reported the following information from attendance at the CUA: Version 5.2 will be available in Spring 2005 (payroll themed); Version 5.3 will be released in 2006 (HR themed); Version 5.4 will be released in 2007 (global themed); they will

stop releasing service packs due to user response indicating difficulty in applying. The conference will be held in New Orleans next year.

The next meeting will be held **Wednesday, November 17, 2004**, at 9 AM in the Building 362 Conference Room.