

Cyborg Meeting Minutes
November 17, 2004

Attendance: Ken Dinsmore, Wayne Duncan, Shirley Eyster, Ed Green, Ann Heller, Randy Keller, Kim McLean, Cathy McClintock, Jim Racheff,

1. Payroll Processing: Wayne discussed the upcoming holidays and payroll processing. He will run CRL and SAIC on Friday morning, November 26th; he will run DMS and the Library payroll on Wednesday, November 24th; benefits will be run on Wednesday, November 24th. For the Christmas holiday, timecards will be done on Wednesday, December 22nd and payroll will be run on the 23rd with payroll being the following Thursday, December 30th. ACH transmissions will be Tuesday, December 28th. For SAIC the benefit holiday is December 30th. Benefit reports will be run before turning off health/dental plans.

Year-end Processing: Wayne has the year-end forms in his office and has downloaded all year-end updates from Cyborg and there do not appear to be any changes from last year. Two regulatory bulletins have to be done before running the first payroll of the New Year and he is not yet sure what is involved and doesn't know what is being changed until Cyborg releases the information which is scheduled for Friday the 26th of November – we will know more once the download is available. Ann Heller wanted to know if we could test them by the 10th of December since we did experience issues last year and Wayne explained we will not know until they are available from Cyborg; Ann requested that the test be completed no later than December 17th because of the year-end concerns. Wayne noted we are dependent upon the Cyborg release but he doesn't anticipate any problems.

Wayne would like to purge labor and history next Friday through September 17, 2004 – the last payroll of the last fiscal year. Ann and Kim both agreed to that schedule. Wayne noted that purged data could be accessed via PDF.

Wayne will be scheduling a year-end Cyborg Webinar for himself and Ann Heller on November 29, 2004, in the Building 362 conference room from 2-4 PM. Basically, the Webinar reviews any changes on W2's and any changes in processing.

Kim has asked if the information from two training screens (28-SCR and 31-SCR) could be loaded in WayneMart. Wayne will work on that for her.

2. Cyborg Updates: None to report.
3. Time & Attendance: Ken Dinsmore reported that Pete Bostian is continuing to set up and configure the Time and Attendance system. He has set up the DMS time on the system and is setting up activities and resource codes and once that is done they will be able to begin testing. Lengthy discussion followed concerning the maintenance of the system and the input of data and how it would be coordinated with HR, Payroll and Staffing and whether or not any new data would be automatically uploaded from Cyborg; whether three different entries into different systems would have to be updated/changed concerning new entries or changes. Randy and Ken explained that Pete is still in the process of setting up data and the hierarchy of approvals. Following lengthy discussions regarding the maintenance, Ann Heller suggested that HR and Payroll need to be involved for their input on exactly what their requirements are. Ken noted that once the process is set up they will address these various issues. When the

system is set up they will schedule a demo and then schedule Dong for a return visit to iron out any issues.

4. Miscellaneous: Kim McLean inquired about the status of the issues incurred when importing names. Wayne noted that there will be problems when the names include commas. Kim and Wayne will get together to review this issue.

The next meeting will be held Wednesday, December 8, 2004, at 9 AM in the Building 362 Conference Room.