

Cyborg Meeting Minutes
December 8, 2004

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Ann Heller, Kim McLean, Cathy McClintock

1. Payroll Processing: Wayne reviewed the upcoming payroll processing schedule. For the December 17th payroll, a holiday message will be printed on SAIC's pay stubs. For the December 30th payroll, timecards will be entered on Wednesday, December 22nd; payroll will be processed on Thursday, December 23rd, and ACH transmittals will be done on Tuesday, December 28th. For SAIC, health and dental deductions will be turned off and a message will be printed on their pay stubs. The first pay in January will use new tax rates. Wayne also noted that he purged the previous contract year's labor and history data.
2. Year-end Processing: Wayne downloaded the two update bulletins and applied #13 to the test region and will do #17 today or tomorrow; COBOL program changes to the P4 and O4 calc and the P2 edit programs will have to be done. There are also some tax record updates.

Ann inquired whether this week's payroll could be rerun in the updated test environment so that they (Ann) could check the updates. Wayne noted that the documentation for the update and Cyborg's recommended test plan has been placed into the online Cyborg documentation folder.

Wayne reported that he and Ann participated in Cyborg's end-of-year webinar and the only changes are the two update bulletins – all screens appear to be the same. Wayne will hand out the year-end worksheet with the last payroll.

3. Cyborg Updates: Wayne reported that there are only two out there and they are mentioned above. Tax updates are not out yet – probably next week.
4. Time & Attendance: Ken Dinsmore reported that Pete has worked on the approval process and how it works and that he (Pete) is currently in the process of loading test data for the Contracts & Administration employees and supervisors into the system. Once they are loaded they (C&A) will begin working with the system to see how it works. Eventually we will get LaborLogix in to load the rest of the time-entry rules. He noted that prior to production the system will have to be moved to new hardware. The cost will be approximately \$10K to \$15K. Pete will get the specs for this. Ken also reported that the Time Wizard system administrator was loaded on Debbie Green's computer. That makes the four system administrators for SAIC Ann, Ellen, Shelly and Debbie.
5. Miscellaneous: Wayne noted that he added data from the 28 & 31 screens to Waynemark. He also created a table with all the tax information. He will show Ann and Kim how to access the new tables.

The next meeting will be held Wednesday, January 12, 2005, at 9 AM in the Building 362 Conference Room.