

Cyborg Meeting Minutes
January 12, 2005

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Ann Heller, Randy Keller, Cathy McClintock, Jim Racheff

1. Payroll Processing: Wayne noted that the Martin Luther King holiday will have no affect on payroll; however, Presidents' Day will affect the Vanguard transmission which he will discuss with Ann closer to that date. SAIC stock purchase is this Friday and Wayne will create the file today.
2. Year-end Processing: Wayne reported that there are new 401K limits of 14,000 and 4,000 for 2005. Year-end worksheets will be generated for each contractor. Updates for DMS and CRL will be applied today and then he will begin applying the year-end bulletin. There are now three fixes out for the year-end processor (see next topic).
3. Cyborg Updates: Wayne reported that there are three year-end bulletins (#13, #17 & #23 – #23 is a correction) and two tax updates. Ann Heller noted that the Cyborg system no longer reports wage taxes for Maryland by state – they are reported by county for 2005. Ann also noted that SAIC had received revised Maryland state unemployment rates. She will provide Pam Mendelsohn with the phone number so she can contact them to determine if the DMS rate has changed. Wayne noted that these rate changes are all self-adjusting, so they just need to be done before the end of this quarter.
4. Time & Attendance: Ken Dinsmore reported that the new hardware has been ordered for the Time & Attendance system – three computers for a cost of \$11,380. The employees and supervisors of Contracts & Administration have been loaded into the system and the structure has been created for the approval process. The structure is set up so the timekeeper can only read the timesheet while the supervisor will have to approve the timesheet. LaborLogix is in the process of loading the time-entry rules into the test database that Pete sent to them on December 17th. LaborLogix said that we should be receiving the test database with the time-entry rules sometime this week. When the test database is in place we can then begin working with the time-entry rules. Pete noted that the system is functioning now but does not validate the entries – the system is usable.

Randy Keller questioned how the supervisors' centers were loaded - he checked his entries and there were two center numbers, neither of which was correct. Following discussion, Pete indicated he will check into the problem.

5. Miscellaneous: Pete inquired about the status of Charles River Labs with reference to the NCI-Frederick's payroll and T&A systems. Wayne noted that he spoke with Paula at CRL corporate who wanted to discuss how to provide data to ADP who apparently handles CRL's taxes. It is his impression that they will just be requiring the payroll totals. He found out that the implementation of CRL's new corporate payroll system has been delayed but is not sure for how long. Pete indicated that we need to find out what their intentions are for use of our systems – we will be dropping the main frame time entry system when we adopt the new T&A system. Jim Racheff noted he had questioned Pat Fritz yesterday and she was not aware of the status of the CRL's systems either and noted that Cliff was handling that issue. Wayne will try to contact Paula at CRL corporate to try to get an answer.

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