Cyborg Meeting Minutes
February 9, 2005

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

1.   Payroll Processing: Wayne reported to Ann that he would transmit SAIC's Vanguard data this Friday. Ann noted that in March, due to Good Friday and the stock market being closed, that the Vanguard data should be transmitted no later than Monday March 28th although Wayne noted that the effective date will still be the 25th.

      Wayne also showed a Cyborg credit hour screen could be used to manually track employees' non-compensated overtime.   Cyborg has no other alternatives to handling this accrual.

2.   Year-end Processing: Wayne reported that everything is complete for the smaller contractors with regards to the Social Security transmission.

3.   Cyborg Updates: Wayne noted that there have been several problems with the recent Cyborg regulatory bulletins – there were two regulatory bulletins which corrected the original two bulletins, and finally a new PTF. There were two new tax updates and he has applied the one for DC.

4.   Time & Attendance: Ken Dinsmore reported that since the last meeting LaborLogix has loaded the time rules and sent them to us along with the time entry period changed from one to two weeks. Finance has tested entering data/time for 80 hours for the two-week period and it worked for exempt employees; however, there were error messages encountered when entering data for non-exempt employees. LaborLogix has identified a software bug and they are working on a solution.

5.   Miscellaneous: Wayne has updated Waynemart due to problems with employment dates on February 29th. He also created a new procedure for reporting on SAIC ESPP deductions because DOIM discontinued the SAS product that was formerly used in the reporting process.

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