

Cyborg Meeting Minutes
March 9, 2005

Attendance: Ken Dinsmore, Wayne Duncan, Ann Heller, Cathy McClintock, Jim Racheff, Nate Wilson

1. Payroll Processing: Wayne reported that the upcoming Easter holiday will not affect payroll processing; however, Ann indicated that the Vanguard transmission needs to be run on Monday, March 21st since they are closed Good Friday.

Wayne stated that he has received the ADP format from Charles River. After running a test he was notified of a newer format and once tested that should be live in about a month.

Wayne said that one solution to the new credit hour policy and procedure is to handle this like sick leave as we currently do for temporary employees. The downside to this is that there would always be a delay in showing up on the timecard. Lengthy discussion followed reviewing the options regarding how to handle the credit hour accruals with the time cards. Wayne stated that he will check into the possibility of creating a specific program to run the credit hour accrual update before processing the time cards and get back to Ann.

2. Year-end Processing: Wayne reported that the Social Security website stated that both DMS and SAIC has been processed.

Wayne received a notice from State of Maryland of failure to file magnetic media for SAIC – there was no reason given but he thinks it was due to a bad disk; Wayne provided Ann with a replacement disk. Ann will need to re-submit with another disk within approximately 45 days. Ann stated she will contact the state to determine what the problem was with the original submission.

3. Cyborg Updates: Wayne noted he received two tax updates which don't affect any of our states. The first one (003) included two PTF's (#360 & #374) which were applied.
4. Time & Attendance: Ken Dinsmore reported that the new Time & Attendance has been installed on the new servers and a new web address is needed to get to the timesheets. The new web address has been sent out to Payroll and Finance. He reported that Dong is no longer with LaborLogix. Ken sent an email requesting information on Dong's replacement and inquired if there will be any additional costs for transition time from Dong to his replacement. Clive Ewing responded to him via email this morning indicating there will be no additional costs involved for the transition time and he will be contacting Ken soon. Ken

also inquired about the functions performed by the three servers purchased from Dell – Jim indicated that one is a database server, one an application and the other a web server. Ann Heller inquired regarding resuming regular meetings regarding the implementation of the T&A system. Jim indicated that DMS would be happy to participate in such meetings; however, he noted that there are several decisions which need to be made by SAIC regarding their internal procedures including projects and center numbers; the approval process; organizational structure set up within the software; collection of time; and tracking credit hours. Ken mentioned that these tasks have been included in the project plan he has created for the implementation of Time Wizard. Jim reported that on the technical side we are continuing work to finalize the production installation of the application and refining the interface with the Cyborg.

5. Miscellaneous: Jim noted that Kim McLean had previously mentioned problems with the response time allowed for changes and updates when the new phone book is being published. He noted, as a courtesy to her, that he has learned that the new phone book is about to be published again and he received notice that any changes need to be submitted to Publications by March 30th.

Ann informed Wayne that she will be on vacation for two weeks during April and noted that the quarter-end processing is coming up and she needs to get it done prior to leaving for vacation - she will be sure to have all of her transactions in the system before leaving.

The next meeting will be held April 13, 2005, at 9 AM in the Building 362 Conference Room.