Cyborg Meeting Minutes
April 13, 2005

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Randy Keller, Cathy McClintock, Jim Racheff, Nate Wilson

1.   Payroll Processing: Wayne indicated that there are no upcoming holidays to affect the payroll processing. Wayne will run the benefit reports for SAIC today or tomorrow. He reported that all quarter-end processing has been completed.

Wayne received a notice from the State of West Virginia yesterday indicating the failure of the magnetic media for SAIC for 2003. Apparently WV has added three digits to the EIN – Wayne will make the correction to the media and noted that we can expect the same notice for 2004, probably sometime in 2006.

2.   Time & Attendance: Ken reported that the LaborLogix account representative and new consultant, Clive Ewing and Jeff Shulte, were here last week. They held a brief meeting with Pete to review the agenda for the day; met with Wayne and Pete in the morning to review the application setup and then met with Randy and Debbie Green in the afternoon to review tables for centers and projects. They then met with Kim McLean, Ann Heller and Ken regarding SAIC time rules. Ken noted that he has arranged for administrative training for June 7 & 8 in the Computer Lab in Building 549.

Pete reported that the T&A system is being tested for DMS.   The first test replicated the timecard and was processed through Cyborg.   The only issue encountered was for the overtime entries. Wayne noted he spoke with Cyborg about the problem and found out that overtime hours have to be entered in the overtime field of the time record instead of in the regular hours field of the record even if the HED indicates it is for overtime otherwise the hours are calculated as regular time.   Pete stated the second test, now in progress, includes C&SS project accounting. Employees and managers have been very receptive to the new system. Depending on how it goes this week, DMS may test for one more time period before production implementation at DMS. Approvals worked fine but HED rules were not functioning until he corrected and reorganized them yesterday. Pete will let Ken know if he needs to have the consultant return for another meeting.

Pete will get in touch with Sue Wilson at the Library regarding setting up the T&A system for them. Wayne reported that he is not sure if CRL will still be converting to ADP – he has sent them emails and has not received any replies.

The next meeting will be held May 11, 2005, at 9 AM in the Building 362 Conference Room.