

Cyborg Meeting Minutes  
May 11, 2005

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

1. Payroll Processing: Memorial Day is on a Monday and won't affect payroll processing. Ann requested that Wayne run the Vanguard transmission on the Friday before. He will run the SAIC benefits reports for the current pay period on Thursday (5/12) due to the high volume of transactions caused by their open enrollment period. He also stated that he and Ed are working on producing pay vouchers from Waynemark tables to allow for reporting on credit hours and other enhancements to support Time Wizard. He reported that the year-end processing error for West Virginia was fixed.

2. Credit Hours: Ann Heller inquired about implementing a process to support a tentative credit hour policy with the current mainframe time collecting system and having it operational for the pay period beginning 5/28. Pete and Wayne discussed the credit hour process coincidentally being set up to support Time Wizard and the changes they have initiated to support the new time-entry system. Pete expressed concern that the mainframe system could not be reprogrammed on such short notice and why this issue was not previously addressed, particularly since there seemed to be many issues unresolved with the policy itself: whether affected employees had to be pre-approved; the Cyborg issue of not reporting on labor hours at zero pay; and, the lack of information on the pay stub and time card – all issues also being addressed for Time Wizard.

Following discussion it was determined that a complete implementation would be a lengthy process and very involved; however, a revised time card could include the employee's credit hours leave available. Accumulated hours would not show on the stub until the modifications C&SS initiated for Time Wizard were completed. Ann was going to check to see if it was necessary to flag eligible employees or whether all full-time exempt employees could access the HED's and any unauthorized use would be manually identified. SAIC would like to activate HED's in Cyborg by individual, but Wayne noted that Cyborg does not allow this.

Pete outlined how he has set up Time Wizard to record credit hours. Currently all full time exempt employees can accrue credit hours; however, only employees that can access the Credit Hour Leave activity can charge time for pay up to their accumulated accrual (max 24 hours). This assignment can be made available to selected employees by providing the employee with a resource code that links the activity to the employee. Once assigned to employees, it can be individually turned off. He is trying to make the accrual of hours selectable by employee but so far has been unable to do so.

Ann inquired how credit hours would show in cost ledgers. Pete replied that they would be as charges to direct labor for the employee's default center. Debbie Green wanted to know if it could be charged to the center number/project that was used to accrue the hours in the first place. After discussion, it was decided that it would be impossible to connect the hours used for leave to the project from which they were accrued. For example, the employee may accrue the hours under multiple projects, some of which may not be active when the leave hours are used. Since only 24 hours at a time may be accrued for leave, how could they be prorated over the projects for which they were accrued?

3. Cyborg Updates: Nothing new this month.

4. Time & Attendance: Ken Dinsmore reported that DMS is using the Time & Attendance system in production as of May 1<sup>st</sup> payroll. The LaborLogix consultant met with Pete and resolved the email, reporting and multiple database access issues that existed since LaborLogix first installed the system. Pete resolved the issue of restricting holiday charges. Debbie Green has created a database of supervisors and employees for loading into system and Pete will meet with her. Pete noted that LaborLogix's application support is lacking and doubts if they are doing anything for the SAIC implementation.

The next meeting will be held June 8, 2005, at 9 AM in the Building 362 Conference Room.