Cyborg Meeting Minutes
June 8, 2005

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

1.   Payroll Processing: Wayne confirmed with Ann Heller that Ronnie Hartman has left and should be removed from the Cyborg system. Wayne noted that the labor table contains more than 1.2 million records and that some data should be archived. It was agreed he would archive data through October 2002. Ann confirmed to Wayne that she has not received anything back regarding the format of West Virginia's W2 diskette for last year. July 4th will have no affect on payroll processing. Pete noted that for the July 22nd payroll, Wayne will be on vacation July 18-29, Ed July 25–29 and Pete July 25th – all processing will have to be completed and verified on the 22nd. Wayne will send an email to Kim regarding the payroll run on the July 22 (Kim arrived later in the meeting).

2.   Cyborg Updates: Wayne noted that there were two updates - one concerning Georgia taxes; the other involving garnishments for Virginia and Pennsylvania. Ann confirmed that it was not necessary to apply either update.

3.   Time & Attendance: Pete reported that DMS has run two payrolls using Time Wizard. He is fine tuning the process but basically everything is working now. The Time Wizard consultant came in last Thursday and reviewed what we have done to see if there were any major areas not covered or done correctly. No problems were identified.

        Pete has been working with Ken on fixing up the SAIC system so that it is easier to use – initially they planned to start over; however, Pete now plans to create a new set of activities for contracts and administration (C&A) that will permit employees to charge their labor centers while permitting new activities to be created to satisfy SAIC's project management goals. Pete noted that the C&A department structure will probably prove to be unwieldy as they use the system. He has found it is difficult and cumbersome to find out if all timecards are submitted and if all approvals have been done, even for a small organization like DMS. C&A, with 30 or more departments (approval groups), will find out that it can be tedious collecting and insuring that time sheets are ready for processing. Now DMS has a check to be sure that all approvals are done, but it does not insure all timecards have been submitted. Ann Heller requested to observe the DMS payroll processing this week. Pete will notify her when he is ready to process payroll. DMS was the last payroll done the previous payroll due to the fact that a manager was in a meeting and we had to wait for him to approve his time sheets. The consultant showed Pete how to set up an automated email and he has set one up to be sent out every Thursday before payroll processing to all employees and managers to remind them of our processing schedule and deadline for submission.

-     Pete met with the Library yesterday to review the Time system and, after making a few changes, they will begin testing the system next week.

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-     Randy asked if charges to projects could be posted to the SmartStream ledger – Pete explained how assignment summary tables that he has created for DMS could be used to create ledger entries.

-     Pete noted he will provide a copy of the SAIC database to LaborLogix so that their instructor could prepare for SAIC's training on the system.

4.   Miscellaneous - Credit Hours: Ann Heller informed the group that Jill (HR) sent out an email to all employees about the credit hour policy and procedures and that would be in effect beginning the next pay period (June 11). To date HR has received one response. Kim said that she will provide copies of the form sent out to Wayne to give to the other contractors. Lengthy discussion followed regarding credit hour collection and accrual, placement and wording to be used on the timecard; flexible vs. compressed schedules; the impact of employee status changes on accrued credit hours; and the general credit hour policy. Wayne stated he would set up the production payroll system to process credit hours after the meeting. Pete noted the credit hour information will not show on the pay stubs yet. He also noted that the new payroll stub creation process along with TimeWizard will eventually allow employees to view their pay stubs on line.   Kim asked if employees would ever be able to update their demographic information in a similar manner. Pete replied that they may be able to securely complete forms identifying changes which then could be processed manually. There was further discussion regarding a self-service website for payroll deductions and W4 changes.

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