

Cyborg Meeting Minutes
September 14, 2005

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

1. Payroll Processing: The following upcoming holidays and their affect on payroll processing were discussed:

Columbus Day (October 10th): no affect on payroll processing;

Veteran's Day (November 11th): timecards collect on the 9th and payroll processed on the 10th;

Thanksgiving (November 24th): timecards collected on the 23rd and payroll processed on the 25th; Kim McLean will do all her processing on the 23rd;

Christmas: only affects the Vanguard transmission – no affect on payroll processing;

New Year's Day: no affect on payroll processing.

2. Year-End Processing: End of the fiscal year is Friday, September 30th; will change all center numbers to '06 on Friday the 30th after payroll; discussion regarding the split of fiscal years over the payroll periods.

3. Quarter-End Processing: The quarter ends Friday, September 16th – Ann noted she will have everything done by September 30th and will do the adjustment run earlier that week; AWD's (Area Wage Determination - SCA rates) – Kim will do those and noted that they are effective the 17th; Wayne announced SAIC recently received the 2004 WV W2 diskette for corrections as anticipated.

4. Cyborg Updates: Wayne noted that he has received several updates for Cyborg; two updates (#17 & #19) do not affect us; #16 for withholding for supplemental wages in excess of \$1M (does not apply to the current version of Cyborg we are using); #20 regarding 401K Limit Records concerns deactivation for specific states of which only PA may affect us; however, details are unclear and Wayne will contact them to determine what the update does. Discussion followed regarding the set up in Cyborg/HED regarding 401K limitations; Wayne noted that DMS had an employee who was deducting a fixed amount for his 401k contribution and it was not capped; changes have been made for any employees who were deducting specific amounts and now all contributions are by percentage to insure they are capped; SAIC noted they don't have any employees that are deducting by fixed amount for their 401K.

5. New Computer: Wayne referred to the log-in issues that we have been experiencing; Jim noted that when he checked there was nothing specific regarding the error message and he thinks we should check the file permissions; it was noted that

the error messages vary; Ann and Kim requested to extend the period of time before the system times out – they indicated that once you time out of the system it freezes/locks up your computer and you need to use the Task Manager to get back into your computer; Pete will look at extending the time before the system times out; Pete also noted that the system will be shut down tonight after 5 PM for about 20 minutes to make Unix kernel configuration changes to try and resolve the log in issue.

6. Time and Attendance: Ken Dinsmore reported that he is concentrating all his efforts on getting C & A staff to use the system; currently Randy's Keller's group, Ginny Whipp's group in Finance, Accounts Payable, Payroll, General Accounting, Auditing, Research Contracts and Construction Contracts are all using the system; the next effort will be for ALS, C&A and HR to begin using the system. He has been selecting individuals in the different areas and showing them how to access and use the timecard system and providing written instructions; Ken noted that Ann Heller will be getting on the system to test some of the rules. Pete noted that DMS and WISCO are in production with the same rules.

7. Miscellaneous: Discussion regarding the updating of the data in the demographic database; Randy has convinced the government to use centers in conjunction with what Jim Racheff is setting up for them as concerns updating the GG screen form; Jim explained he is establishing a web interface where the government employee can make updates to the database and then we will make those changes in Cyborg; Randy also questioned if they were to use a spreadsheet for updating the data could it be downloaded into Cyborg; Randy noted he will be meeting with Carrie Jennings and Cheryl to discuss this possibility.

Wayne noted that the function code drop down still has '01, '02, '03 and '04 and Kim agreed that 01, 02 and 03 could be removed from the drop down but requested he leave '04.

Wayne informed the group that the Cyborg User Association has been changed to October 11 & 12, 2005, in Chicago in a hotel near O'Hare if anyone is interested.

The next meeting will be held October 12, 2005, at 9 AM in the Building 362 Conference Room.