

Cyborg Meeting Minutes  
October 12, 2005

Attendance: Pete Bostian, Ken Dinsmore, Wayne Duncan, Ann Heller, Cathy McClintock, Pam Mendelsohn, Jim Racheff

1. Payroll Processing: Wayne confirmed the following schedule as agreed to in the previous meeting for payroll processing for the upcoming holidays:

Veteran's Day (November 11<sup>th</sup>): timecards collected on the 9<sup>th</sup> and payroll processed on the 10<sup>th</sup>;

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

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

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

Wayne noted HR will run the compensation statements next week and he will be meeting with Retha following the meeting to insure that everything is set up correctly before running the report.

Wayne inquired of Ann Heller about the status on the Citibank test data; Ann informed him that the Citibank PNA (Payroll Name Authentication) system is down this week and they hope to have their system back up on Friday and will run the test at that time. The ACH file was successfully processed and Ann commended Wayne for all his efforts. CBIZ flex spending reimbursement – Ann will send him the HED information and then he will put it into production.

Credit Hours: Ann Heller inquired about running accruals for quarter end before the adjustment run so that employee credit hours would be maintained. Wayne noted that the accrual process is run before the pay process. For quarter-end we do an update which wipes out the current period data so the accrual adds nothing – we need to make sure that any credit hours get moved before we run quarter-end. We need to come up with a procedure before March. Ann suggested they could be imported on the TC1 screen. Pete suggested extracting the credit hours from the last payroll's time records and then running them through the next payroll too – there would be a four-week delay but data would print on the timecards – Wayne will check into it.

2. Quarter-End and Year-End Processing: Completed the quarter-end processing and nothing is outstanding.

For year-end processing, Wayne reported he has ordered W2 forms and noted that there is a list of the upcoming Cyborg Webinar dates on Cyborg's web page. He and Ann will coordinate schedules to participate in a Webinar in November. Ken

Dinsmore confirmed that the maintenance has been paid which insures we will be receiving all year-end information from Cyborg in November.

3. Cyborg Updates: None.

4. Time & Attendance: Ken noted that as reported in the last meeting, Accounts Payable, Contracts, Finance, General Accounting and Payroll are testing the TimeWizard system. He has been working with Property, Purchasing and Receiving and they are now testing the system too. He will begin working with Building 428 and then HR to introduce them to the system and that should complete Contracts & Administration. Once that is done, they will test the system for a couple of pay periods and run them parallel with the paper time cards and then hopefully go live with C&A areas. Ken has also been maintaining the SAIC portion of the system with new employees, transfers and terminations. Randy Keller and Debbie Green will start with the approval structure for the other directorates.

Pete reported that he has re-configured the DMS and WISCO systems somewhat to make it easier to maintain employees. As originally set up, employees could only access leave assignments that matched their pay status. This is difficult to maintain when an employee's pay status changes since their old leave assignments have to be closed and new ones assigned. In the revised configuration, all employees can access all leave activities but are restricted in using them by timesheet rules. Since time sheet rules are organized by pay status, only the change in the employee's pay status is required in TimeWizard. After this payroll he is going to update all the old data to reflect this change.

Jim noted that we have sent correspondence to Charles River Labs requesting an update on their payroll status because, if they are going to continue processing their payroll at the NCI-Frederick in 2006, we will need to immediately start setting them up in the TimeWizard system. He also reported that he requested a deadline to hear from them by October 17<sup>th</sup>.

Ann noted that she a problem with emailing from TimeWizard– she rejected a timecard and sent an email to the employee but the recipient never received the email. Ken will check the email address in TimeWizard; others noted that they have not had any problems sending emails from TimeWizard. If the email address is correct and the problem continues, Pete noted we will have to contact LaborLogix to resolve the problem.

5. Miscellaneous: Wayne noted that the Cyborg login problems discussed in the last meeting have been resolved.

Ann noted that DOIM applications have been very slow recently. Jim reported that recently implemented security procedures may have slowed down their network

communications and he does not expect it to improve. A secure router has been installed and communications are now routed through Fort Huachuca AZ and then on to the Army and all communications from the Army are also routed through Fort Huachuca.

The next meeting has been re-scheduled due to payroll processing on the 9<sup>th</sup> and will be held **Wednesday, November 16th**, 2005, at 9 AM in the Building 362 Conference Room.