

Cyborg Meeting Minutes  
November 16, 2005

Attendance: Ellen Banky, Ken Dinsmore, Wayne Duncan, Cathy McClintock, Kim McLean, Pam Mendelsohn

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

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 which will be run on Friday – no affect on payroll processing;

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

Wayne reported that there were no problems incurred with the transmission of the payroll data to SAIC Corporate and they will begin the regular transmissions on bi-weekly (payroll) basis at the end of December.

CRL has requested several reports to assist them with the conversion to corporate payroll processing.

Ellen Banky requested the Workman's Compensation and the ERSP reports for the second and third quarters of 2005.

2. Year-End Processing: Wayne has received all of the W2 forms and envelopes and there is only a slight difference from last year's forms. Wayne downloaded the year-end processor.

Wayne would like to schedule the Cyborg Year-End Webinar for December 2<sup>nd</sup> at 9 AM and Ellen will check with Ann Heller.

Ann has provided several requests to Wayne for SAIC in December for Length of Service Awards, Scientific Awards and a Stock Trade.

Kim McLean noted that after payroll on December 23<sup>rd</sup> they need to clear out the flex benefit before inputting new data for 2006 – all 2005 data will need to be made inactive before entering any new data for 2006. SAIC has also set up a new vision plan and made changes to insurance premium increases effective 12/24/2005 for 2006.

3. Cyborg Updates: There was one update (RB05023 – Tax Update) which doesn't affect us and a second (RB05025 – Social Security for CA) which Wayne reported that after a quick glance doesn't appear to affect us either. He will read the update after the meeting and advise if it does have an affect.

4. Time & Attendance: Ken reported he has been working on inputting the timesheet rules for SAIC in the TimeWizard system for 2006 including all holiday, overtime and non-exempt rules. He will be arranging a meeting with Kim McLean to instruct her on how to use the electronic time card system. Ken also reported that Pete has also been working on inputting the data for DMS and WISCO. Ken also reported that Pete has sent questions LaborLogix and that he was not aware of their responses although Wayne indicated he had received a response to one question.

The next meeting will be held Wednesday, December 14<sup>th</sup> at 9 AM in the Building 362 Conference Room.