

Cyborg Meeting Minutes
January 11, 2006

Attendance: Ellen Banky, Pete Bostian, Ken Dinsmore, Wayne Duncan, Randy Keller, Cathy McClintock, Pam Mendelsohn, Jim Racheff

1. Payroll Processing: The MLK holiday next Monday, January 16th will have no affect on payroll. In February President's Day will affect Vanguard transmission and Ellen will check with Ann Heller to find out when to do the transmission. Wayne reported that Charles River is now being paid through corporate and there were some problems. Pete Bostian inquired if there are going to be any changes to SAIC's ESPP procedures once they go public; Randy Keller will check into it and get back to Pete.
2. Year-End Processing: Wayne reported he loaded the SAIC stock residuals and will get the report to Ann for review this week. Wayne has loaded the new taxes into the system.
3. Cyborg Updates: Wayne reported that there were only tax updates for the new year.
4. Time & Attendance: Ken Dinsmore reported he has input the timesheet rules through October 2006. He is meeting with Kim McLean to get HR into the system and once they are in the system Contracts & Administration will be complete in TimeWizard and he would like to go live for C&A. Randy noted that EHS would be the next directorate to be set up. Pete recommended that C&A use the system in production before beginning any further testing in other directorates. Lengthy discussion followed regarding use of the TimeWizard system and problems which may develop with entries and approvals. Randy inquired about the email notification from the system and Pete reported that there is only one email reminder notification available through TimeWizard for employees and supervisors; however, time entry error/rejection email notifications are issued to employees through the system.
5. Miscellaneous: Wayne noted that Cyborg announced their next annual meeting will be in Orlando, FL – the exact dates are available on their web site.

The next meeting will be held Wednesday, February 8, 2006, at 9 AM in the Building 362 Conference Room.