Cyborg Meeting Minutes
May 10, 2006

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

1.   Cyborg Updates: Wayne reported there was a new tax update regarding how different states handle unemployment and income taxing which will affect both PA and VA for Section 125 which will need to be applied. Wayne will check further to see how this affects both DMS and SAIC.

2.   Payroll Processing: Wayne reported the next holiday to affect payroll processing will be Memorial Day. He asked Ellen Banky to confirm with Ann Heller the schedule for the Vanguard pension data transfer for May. Wayne will send out a schedule regarding payroll processing for the July 4th holiday.

      Wayne noted that Mellon has sent us a test file for SAIC stock purchases that SAIC wants loaded into the Cyborg. He does not anticipate any problems with the procedure/process.   Wayne also reported that SAIC's pension plan administrator, Vanguard, has new data requirements to support SAIC's new pension plan.

      Wayne reported that the IRS has completed the year-end processing for DMS.

3.   Time & Attendance: Wayne stated that 150 SAIC employees are using TimeWizard; Ellen and Kim reported the timeframe for submission of timecards is currently 10 AM and managers must approve them by Noon; they expect to change the approval time in the future to 10 AM. Ellen agreed to email Pete, Wayne and Susan Koogle when all time sheets have been approved.

      A discussion followed concerning the use of Cyborg's control 3 and 4 values. Ellen emphasized that they do not want the Control 3 values changed and Kim requested she be notified in advance of any changes in Control 4 values.   One or the other of these fields is required for TimeWizard.

      Ken Dinsmore reported that C&A has gone live with TimeWizard and they are loading EHS and conducting a demo with EHS this morning. Ken also noted that the problems Pete had encountered with TimeWizard were reported to and confirmed by LaborLogix last week. Pete expects a response via email today with a solution from LaborLogix.   Kim reported a problem occurred when an employee who was capped on credit hours leave attempted to enter credit hours worked and the system would not allow her timesheet to be submitted. Pete and Ken both noted that the entry should be allowed in TimeWizard as long as

the total hours do not exceed 24 hours/day. Kim will duplicate the entry and report any errors to Ken.

4.   Cyborg Meeting Schedule: It was agreed that all future Cyborg meetings will be scheduled on a quarterly basis instead of monthly.

The next meeting will be held **<u>Wednesday, August 9, 2006</u>**, at 9 AM in the Building 362 Conference Room.