

Cyborg Meeting Minutes May 9, 2007

Attendance: Pete Bostian, Wayne Duncan, Debbie Green, Randy Keller, Pam Mendelsohn, Cathy McClintock

1. Cyborg Updates: Wayne reported that he had just received a tax update that appeared to affect DC and PG County. He will put update the test environment and notify Ann Heller.
2. Payroll processing: Wayne noted that the upcoming Memorial Day and July 4th holidays will not affect payroll processing. He will check with Ann regarding data transmissions.

Wayne also noted that the deadline for SAIC employees to submit timesheets will change to noon on pay period end dates effective June 8th. Wayne will continue to plan on processing payroll on Friday afternoons.

3. Time & Attendance: Pete reported that one of the major outstanding issues with TimeWizard is its generation of invalid timesheet approval codes. C&SS has contacted LaborLogix. They could not debug it so they sent a whole new version of the application – what they think should be the current version. We are production-testing it for DMS and WISCO and, if we have no problems with time card processing, will install it for SAIC on Monday. Pete said that he is not optimistic that this is a fix for the approval issues for SAIC. Another outstanding issue they have been unable to resolve is when the system selects the wrong HED for an activity (e.g. vacation HED for a non-vacation activity). LaborLogix has not even addressed this issue. When this occurs, the activity description is preceded by an "*", they have not been able to explain that either. He also noted that there has been no response from LaborLogix on our requested modification for TimeWizard.

Debbie Green has discovered that when an approver is set up for "View only" they can still submit the timecard, although they cannot approve/edit the timecard. Debbie wanted to know if there was any way to turn the "submit" off. Pete said it is probably a bug and suggested she write it up and send it to LaborLogix.

4. Miscellaneous: Randy Keller noted that he is on a committee that will be auditing employee information, i.e. location, room, etc. Once this updated information is received, Randy inquired as to whether it is possible to upload the updated data from an Excel spreadsheet into Cyborg. Wayne and Pete agreed that they think it would be possible, but noted that some information for specific fields cannot be uploaded, i.e. miscellaneous data fields (e.g. email address). Lengthy discussion followed regarding the process of maintaining and keeping the database up to date and the existing process for employee submittal of updates which is ineffective.

The next meeting will be held Wednesday, August 8, 2007, at 9 AM in the Building 362 Conference Room.