

## Cyborg Meeting Minutes November 14, 2007

Attendees: Ellen Banky, Pete Bostian, Wayne Duncan, Debbie Green, Ann Heller, Halee Helmer, Cathy McClintock, Retha Parsons, Monica Segreti

1. Cyborg Updates: Wayne announced that there were four updates but none apply to us.
  
2. Payroll Processing
  - a) Year-End Updates: Wayne stated he downloaded the year-end updates. Ann inquired about the end-of-year webinar and Wayne will check into it.
  - b) Payroll Processing: Although the upcoming holidays will not have a direct affect on payroll processing, the group discussed moving up payroll processing the week before Christmas. Due to the DMS holiday function on December 20th, it was decided that timesheets will be due by COB on Wednesday, December 19<sup>th</sup>; payroll will be run Thursday morning, December 20<sup>th</sup>. The direct deposits will still be transmitted on Wednesday, December 26<sup>th</sup>. Wayne will check with Sue Wilson to see what WISCO's processing schedule will be. Ann also indicated that SAIC has a stock trade the end of December which is due December 28<sup>th</sup>.
  - c) Payroll Checks: Wayne indicated that he has not yet received new account and routing numbers from Sue Wilson for the Library payroll checks (their bank changed from F&M to PNC). Sue had informed Wayne that the old checks could be used through the end of this year. Pete suggested that Wayne send her a memo to remind her.
  - d) SAIC compensation and benefits statements were done last month and they are PDF'd so that they can be looked up.
  - e) Ann Heller commended Ed Green for his time and attendance web reports. Ann inquired if similar reports could be produced on the Cyborg is/was data. Wayne said he would look and see what options went with this report. Pete indicated that the Cyborg is/was report data is not in a database table where it could be readily accessed. Wayne will look into producing the report as a PDF so that Ann could more easily search the report.
  - f) Ellen Banky inquired about any solution to their issue of getting locked out of an employee record in Cyborg after computing a PayCP. Wayne indicated not yet.
  
3. Ann inquired as to whether or not there were any Cyborg upgrades. Pete indicated that there are problems with compiling the new version and he wanted to wait until next year since the updated system primarily involves components not used here. He noted that file formats are changed in the new version so that reloading historical files will not be possible unless the old files are converted or a copy of the current version is retained.

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4. Time & Attendance:

a) Debbie Green asked about the client issues they have been having with TimeWizard – users unable to submit timesheets; users unable to retrieve systems messages; and, users getting a null approval status on their timesheets. Pete noted that the first two issues are client related since the users can log on to TimeWizard from other machines and perform the tasks. The latter issue is system related and the vendor is not going to fix the problem. Pete indicated that there is no vendor support for the system and that we should be looking for a replacement system because if future client or database software updates make the system inoperable, we will have no recourse. Pete also noted that neither Wayne nor he could log onto the SAIC administrator or client modules to check out these issues. Debbie will give Pete her logon information so that they can access her system to see what the problem is.

b) New Employee Information: Debbie Green asked whether or not she can download data from Cyborg for entering new employee information into TimeWizard. She indicated that loading the employee information manually can be very time consuming. Pete still has the SQL code from the initial database loads and will see if it is applicable for her purpose.

c) HED Deductions: Ann asked if it was possible to report HED deductions by pay period, like earnings. Wayne indicated they there is a table of deductions for the current payroll but a master table containing deductions for all payrolls has not been created. Pete thought that such a master table could be useful and should be constructed identically to the earnings (labor) tables. Following discussion Wayne said he would look into it.

The next meeting will be held Wednesday, February 13, 2008, in the Building 362 Conference Room.