

Cyborg Meeting Minutes
May 14, 2008

Attendees: Pete Bostian, Wayne Duncan, Ed Green, Halee Helmer, Cathy McClintock, Pam Mendelsohn

1. Cyborg Updates: There have been no Cyborg updates to report and Wayne has applied the tax updates for the New Year.
2. Payroll Processing
 - a) Change in Payroll Processing: Wayne stated that they will begin running payroll on Mondays beginning June 9th; he will inform Sue Wilson of the effective date. He stated that when the Monday processing falls on a holiday, they will run payroll on Fridays. Wayne confirmed with Halee that SAIC will continue to do the benefits on Fridays; Pete indicated that continuing to run benefits on Fridays would cause a duplication of effort on behalf of C&SS and Wayne and he emphasized that everything needs to run at the same time. Following discussion, Halee stated she will check with HR to see if benefits can be run on Mondays with payroll in order to avoid split payroll processing. This needs to be addressed by SAIC HR and Payroll. Discussion followed regarding the affect Monday holidays would have on payroll processing; Pam Mendelsohn indicated that DMS does not want the processing to run any later than Mondays. Pete noted that payroll can be run as late as 3PM or 4 PM on Mondays.
 - b) Wayne reported that Ann Heller started looking at the GL interface. Wayne is trying to load the data into a table, but has an issue with negative numbers. He will talk to Ann further about what they are going to do with the GL interface.
 - c) Ann Heller had previously discussed payroll garnishments with Wayne and he noted there is a Garnishment Screen (PO screen) which looks like a direct deposit; they could do direct deposit for child support etc; however, it creates a whole separate ACH file with a separate generator and output. Wayne thinks that Ann may not want to pursue this and he will discuss this with her further. Discussion followed regarding the current procedure and Pam indicated that separate checks need to be done for each employee garnishment (even to the same institution/court) and that the deduction shows on the employee's pay stub.
 - d) Holidays & Processing: Discussion continued regarding payroll processing and the number of holidays that fall on Mondays and the effects the change to Monday payroll processing will have. It was noted that by moving the processing day from Fridays to Mondays would only provide an additional ½ hour for SAIC employees to submit their time sheets.

3. TimeWizard: Pete reported that since the TimeWizard product is no longer being supported by the vendor (not that it ever was supported), SAIC is investigating replacement systems. To date, he has heard nothing about the results or status of the investigation.
4. WayneMart: Wayne reported he has added and/or updated tables as follows:
 - a) New Tables: 50-SCR
 - b) Modified: FF-SCR*, 02-SCR, 10-SCR, EM-SCR, Employee Basic View

*Halee noted that the separation of employee names into individual fields has been extremely helpful and has made her job much easier and to show her appreciation provided donuts for the meeting.
5. Miscellaneous: Wayne has begun documenting some of our processes and they are on the Financial Systems directory (Css-fpservices) and he has added a Cyborg Procedures directory.

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