

Cyborg Meeting Minutes  
August 13, 2008

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

1. Cyborg Updates: There have been no Cyborg updates to report to date. Wayne indicated that there will be a Maryland tax update in September.
  
2. Payroll Processing:
  - a) Wayne reviewed the authorized contact list from Regina Holmes of Cyborg. Halee Helmer, Retha Parsons and Mel Lambert will be added to the list and Dennis Dougherty will be removed;
  - b) Wayne indicated that Labor Day and Columbus Day holidays will not affect payroll processing;
  - c) Pete explained the changes to be made for processing labor for the last pay period of the current contract (9/26/2008). Time cards will be extracted from Time Wizard as normal; however, the pay period end date value for time card transactions for dates prior to 9/26/2008 will be changed to 9/25/2008. The transactions will be summarized by employee and pay period end date as normal and be processed through payroll. The labor data produced by the payroll execution will then be modified to change the centers on the labor transactions with a pay period end date of 9/26/2008 from 2008 to 2009. This procedure reduces the processing changes to a minimum. After processing, Cyborg will be updated with 2009 center data as time permits;
  - d) Wayne stated that the system's race codes have been updated; there was a problem with the EO09 code set and this will be on-going issue if they change race codes again in the future;
  - e) Wayne inquired as to whether Charles River would continue to use the system after their relocation and Pete indicated that they would have to if they required access to any services provided by NCI-Frederick;
  - f) Ann, Wayne and Pete discussed the possibility of having SAIC garnishment payments output to an ACH file. Wayne will contact Cyborg to get documentation on the process since it is not covered in the Cyborg supplied documentation;
  - g) Wayne noted that he provided a quarterly Wages-by-Location report to Ann Heller. This required that the employee work locations be entered consistently. While he cleaned up the data this time, SAIC will need to be consistent for future data entries.
  
3. Time Wizard:
  - a) To prepare for the next contract year, Debbie inquired as to whether or not you could enter activities with a future start date so that employees could only use them on or after that date; Pete suggested she create one for herself to try it;
  - b) Debbie questioned whether changes or adjustments for a pay period can be made after the data for that pay period has been processed. A discussion followed on the difficulties of doing so, the inability of Cyborg to handle the project accounting field, and whether the

issue has been reduced by the recent change to the time entry deadline. Pete suggested that the better solution would be to make the time entry deadline the Monday following the end of the pay period and then process payroll on Monday rather than Friday. That way there should be no excuse for employees submitting incorrect time sheets.

4. Wayne Mart:

- a) Ann inquired regarding a vacation report. Wayne replied that he had not looked at it yet. They will get together to discuss;
- b) Wayne noted that he added the "Months-Worked" field to the JJ table;
- c) Wayne noted that a table has been created that contains the payroll expenses by HED/account. The data in the table was to be used to post these expenses to the ledger but no one has verified that the values are correct.

5. Miscellaneous:

- a) Ann provided a status update on the folder/sealer problems and inquired about possible use of electronic stubs. Pete noted that C&SS provides on-line access to their pay stubs and discussion followed regarding the logistics of arranging electronic stubs for SAIC employees;
- c) Ann Heller questioned Wayne regarding the status of the PayCP program and he informed her what he had done to try to fix the problem and indicated that it does work in the test system; he will discuss the situation with Mark Testerman this week to try to correct the problem;
- f) Ann Heller will check with Mel Lambert to confirm that the Cyborg maintenance agreement has been renewed and that SAIC will renew the CUA membership;
- g) The next CUA Conference is in Orlando October 6-9 and Pete recommended someone should attend.

The next meeting will be held Wednesday, November 12, 2008, at 9 AM in the Building 362 Conference Room.