

Cyborg Meeting Minutes
May 13, 2009

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

1. Cyborg Updates:

- Wayne reported the most recent new tax table, which affected NY and CA, was implemented the last payroll, May 8th.
- No other future tax updates to report.
- Interactive Workforce/6.0 Upgrade: Ann inquired regarding the 6.0 update; Pete reported that we need to determine what platform that Interactive Workforce requires (assuming SAIC wishes to purchase the product). If the HP Unix version requires Oracle, then we will need to change the base Cyborg platform to SQL Server before installing Interactive Workforce. He noted that the question was brought up with Accero when they demonstrated the product but we have received no answer. Debbie Green said she will remind Randy about the issue.
- Ann still having problems with PAY-CP's that drops the session. Wayne will meet with Mark and see if he can fix the programs during the next payroll, May 22nd. It may involve some additional time during the pay process.

2. Payroll Processing:

- Ann noted that after re-visiting the COOP, she and Wayne discussed a procedure for running payroll remotely in the event of an emergency which closed NCI-Frederick and/or Fort Detrick. Wayne said that basically all full-time and part-time employees hours would be imported based on their normal hours; employees could make any necessary adjustments on the next time sheet. Once he has finalized this procedure, he will forward it to all payroll departments;
- Since July 4th falls on a Friday, payroll processing will be on Thursday, July 3rd;
- The Memorial Day holiday will not affect payroll processing;
- Project Codes: Wayne discussed the issue of using a control level for the project code data. Using a control code would permit payroll to enter adjustments at the project level, rather than at the center level as they do currently. The control codes may be up to four alpha numeric characters and the description 20 characters. Either of two control codes could be used – one uses the level of effort code, the other one uses the SCA code. Debbie noted that since she has to enter the project codes into TimeWizard before they can be used, it would not be a problem to code their values. She also noted that SAIC does not use the level of effort information in the labor record. Debbie will continue discussions regarding this with Retha.

3. TimeWizard:

- The TW problems which were encountered yesterday were resolved;

- Pete noted that all problems with TimeWizard should be directed to the C&SS Help Desk (helpdesk@css.ncifcrf.gov or x51115);
 - Debbie Green asked if a pdf can be attached to pay stubs in TimeWizard in order to allow employees to access to messages via a link to a .pdf doc; Pete said they could link to only one page and the link is a url where you can have either a file or web page;
 - Debbie inquired as to whether or not the "Message" indicator on the TW page could be updated automatically to alert for "New" messages; Pete indicated that this could not be done.
4. Miscellaneous:
- Wayne noted that the Cyborg Users Conference is scheduled for October 18-21, 2009 at the Hotel Contessa, San Antonio;
 - Ann indicated that they are still waiting for an answer regarding whether or not they will be doing the Total Time Accounting; Pete noted that C&SS will need sufficient notice if they intend to proceed and Ann will talk to Randy regarding the TTA status;
 - Ann asked if it is possible to run labor dumps for time card transactions - they want to run a report to see what adjustments have been put through; Wayne will check with Ed to see if he can create an Access report with adjustments only by employee.
5. Upcoming Meetings – Rescheduled:
- The August meeting originally scheduled for August 12th has been re-scheduled to August 11th at 9 AM in the B362 Conference Room;
 - Due to the Veteran's Day holiday, the November 11th meeting is re-scheduled to November 10th at 9 AM in the B362 Conference Room.