

Cyborg Meeting Minutes  
August 11, 2009

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

1. Cyborg Updates:

- Wayne reported the minimum wage update is complete. He spoke with Rob Bender and he will talk to someone about sending the disks for 6.0;
- Ann Heller questioned the installation of the 6.0 upgrade; Pete indicated he is still waiting to hear from Randy Keller regarding whether or not SAIC is going to use the Employee Self-Service – if so it will require a different platform server. Once the disks are received and SAIC makes their determination on ESS, C&SS can then schedule the upgrade;
- Wayne indicated we should be getting the W2 order forms soon; they are usually sent out in late August or early September;

2. Payroll Processing:

- Wayne tested the continuing operations plan and it worked fine;
- Ann will check with Ellen to see if there were any problems with the PayCPs;
- Total Time Accounting: Wayne reported they ran the first payroll on Monday, August 3<sup>rd</sup>; Ann entered adjustments and Wayne ran another test so to it check. Ann sent an email to Wayne regarding some data that doesn't make sense – it is not selecting data by week-ending dates or those with dollars or hours – Wayne will check her email and they will discuss the situation;
- With reference to the processing, Debbie Green said everything went well with the exception of the issue with the "asterisk"; Pete had made some adjustments which did not correct the problem and he will re-create the problem and try to correct it;
- Ann reported that they had an employee who entered vacation ahead of time and saved her timesheet and it decremented from the accrual total but when the employee went back into their timesheet the transaction the employee entered for leave disappeared although the accrual was still decremented; Ann will check and see if the employee entered her leave in the correct time period. Pete also reminded everyone that employees should not enter "0" when no hours are worked or when making a correction, but should blank out the input field;
- Debbie Green reported she has a new laptop and when logging in receives the queries "Upgrade database?" and "DB Setup Mode?"; she selected "No" to both and noted her old laptop does not display these queries. Pete said this could be the result of a push from a Microsoft patch and/or attempts to load the newer version of Enterprise Manager; Pete stressed that none of the applications support the latest version of SQL server;

- Debbie Green requested that we begin testing the entry of project data in the "control level 5" input field for payroll processing and adjustment entry. Wayne indicated he tried to enter "control five" data on the TC1 screen, and it was not allowed without the code-set being updated. Debbie will give him a text file to load and test. Pete stated that this will potentially cause a mess and future problems;
3. TimeWizard:
- Ann commended Ed Green on the reports and additional features he prepared for her.
  - Debbie indicated that some reports she runs in Access take an extremely long to run from Ann's computer, but only take a few minutes to run on Debbie's computer.
4. Miscellaneous: Wayne reminded everyone about the CUA Conference October 18, 21 in San Antonio.

Due to the holiday on November 11<sup>th</sup>, the next meeting will be Tuesday, November 10, 2009, at 9 AM in the Building 362 Conference Room.