

Cyborg Meeting Minutes
November 10, 2010

Attendees: Ellen Banky, Kathy Blank, Wayne Duncan, Debbie Green, Ed Green, Ann Heller, Hallee Helmer, Pam Mendelsohn, and Retha Parsons

1. Payroll Processing:
 - C&SS will run the C&SS and Library contractors' payroll on Friday afternoons, November 19th and December 17th; OTS contractor's payroll will be on Monday mornings, November 22nd and December 20th;
 - No security updates – we have tested separating HR and Payroll functions for the OTS contractor; waiting for the upgrade to Cyborg 6.0 to be installed;
 - Multiple State Taxing Test: Ann has not been able to reach the State and will let Wayne know when she hears from them; we will then test employees living in multiple states;
2. Cyborg 6.0 Update: Mark Testerman is working on having COBOL installed the end of next month; C&SS will begin testing again, and come up with another test plan.
3. Year-End Processing:
 - Ann inquired about loading tax updates into Cyborg 5.0 and Wayne said they should work; the tax updates are usually only table changes; should be available in early December and will test the updates then;
 - Forms:
 - Wayne will check on the year-end webinar and let Ann know;
 - Wayne will get with HR before December 17th regarding the pension indicator;
 - Wayne will check to make sure direct deposit forms were correct; we had some jamming issues again, and want to verify the weight (28 lbs.);
 - Wayne will check on the year-end forms and envelopes;
4. TimeWizard:
 - C&SS working on the problems encountered with the last timesheet run;
 - Wayne will check into the possibility of running an archiving test of older timesheets;
 - Wayne will update all holidays; will get with Debbie before December 17th regarding this process;
5. Miscellaneous
 - Wayne reported on the AUA Conference; location of handouts available upon request;
 - Debbie would like to look into incorporating project into the timecard/labor process again; Discussion regarding timecard/labor adjustments for prior periods and effects on projects.

The next meeting will be Wednesday, February 9, 2011, in the Building 362 Conference Room.