

Cyborg Meeting Minutes
November 10, 2009

Attendees: Pete Bostian, Wayne Duncan, Debbie Green, Halee Helmer, Cathy McClintock, Pam Mendelsohn, Retha Parsons

1. Cyborg Updates:

- The tax update was put in this payroll for California – Connecticut does not affect us;
- Taxes for the new year expected in early December and will be loaded and tested before the end of the year;
- Pete reported there are many problems with the 5.2 upgrade and very poor support from Cyborg; Pete informed Randy Keller and they may bring in some consultants.

2. Payroll Processing:

- DMS is now transmitting to the bank through the internet instead of modems;
- Added two new states: New Hampshire & Texas;
- Annual HR statements were done last month, both compensation and benefit statements;
- Issues with SAIC non-pays were resolved. Alternate names searches were rebuilt;
- Holidays:
 - Thanksgiving: Will transmit Tuesday, November 24th; DMS will transmit on Wednesday, November 25th;
 - Christmas: Will transmit Tuesday for payday on Thursday, December 24th;
- Debbie said SAIC met with ADP for web-based pay stubs; Wayne and Pete were not aware of this;
- Year End: Wayne has received the forms and they are the same as last year;
- Wayne just received the email about the year-end processor and he will download it;
- Wayne reported that Ann Heller reminded him to download the AccuWage program and he will get a new password for transmitting the files;
- SAIC adding several new charities with a match that will need to be entered.

3. TimeWizard:

- Debbie was unable to access the web reports via VPN on Sunday; Wayne said all the web pages had been down briefly on Sunday;
- SAIC still having problems with timecards not being submitted on time; no problems with the Monday processing.

4. Miscellaneous:

- SAIC will be using upper and lower case in all employee name entries instead of all caps – all changes should be done by year-end;
- SAIC is cleaning up email addresses.

The next meeting will be held February 10, 2010, at 9 AM in the Building 362 Conference Room.