

Cyborg Meeting Minutes
February 9, 2012

Attendees: Kathy Blank, Wayne Duncan, Debbie Green, Halee Helmer, Kathy Hoffman, Pam Mendelsohn, Ben Miner, Retha Parsons

1. Payroll Processing:

- a. Pennsylvania Act #32: Affects one SAIC-F person; documentation – need to know what county/municipality in PA; that person will complete the required Certificate of Residence form and it will be set up for only the one employee will be effective with the upgrade to 6.0;
- b. SAIC Labor Table: Wayne wants to make sure the table has the same structure after the upgrade to 6.0 – he will let Debbie know;
- c. Year-End Processing: Wayne still needs to get VA & WV for SAIC and MD for SAIC and DMS.
- d. ERSP Reporting for Vanguard: The report listed employees in the wrong plan; Wayne will check into it; Retha said that there were some people where the plans were wrong last year and they reversed them; it may not have been revised it correctly and s will look into the matter.
- e. Online Pay Vouchers: Wayne has received the approval to begin working on it will begin working on it – trying to get the infrastructure together with software and hardware. C&SS will meet with Ben.
 - Kathy Hoffman inquired who had given the approval and Wayne indicated he received the approval from Jim Racheff. Wayne stated that there are issues with the web program which require project prioritization need to be approved through the government. In lieu of using the web group, his group is trying to get this project done. Kathy Hoffman indicated she sent something to DMS regarding the process and how the security works and doesn't think there was a response.
 - Kathy indicated SAIC-F was waiting on responses before moving forward – Wayne will check with Jim and get back to Kathy and she will check with Ken.
- f. Wayne still doesn't have the terminated employees on the Vanguard files. Problems occurred and he is trying to set up a work-around. With benefits, if they are terminated does it automatically turn them off benefits? Ben said because they have a final paycheck it is a timing issue. If you terminate on the first Friday of a pay period, a check will still be processed a week later which will have 401K on it. SAIC-F will change their process when it is a long-term employee. Ben indicated that if the terminated employee has a 401K deferral, it needs to be on the Vanguard file; he can either turn off the deferral or put it on the Vanguard file.

2. Cyborg 6.0 Update

- a) Supplemental Tax Calculation: SAIC-F employee Stanley Bert receives a supplemental default tax rate which doesn't appear to be working; Wayne contacted Cyborg Monday and has not yet received a reply. Wayne will check the payroll documentation.
 - Wayne indicated although it is set up properly in 6.0 it is not working correctly; it did work properly in 5.0;
 - Ben indicated this happens once every quarter and the next time will be during the April timeframe.
 - b) Converting to 6.0 Monday after payroll; will change everyone to Inquiry Only in 5.0 to insure users are in the correct system;
 - c) Wayne reported he may have a conflict with the RFP meeting Monday due to the conversion to 6.0; he will need to convert and then installing at the various offices.
3. Unanet/TimeWizard Processing: Wayne reported that all new holidays for this year are in TimeWizard; SAIC-F will enter the holidays in Unanet.
 4. Miscellaneous:
 - a. Cyborg Town Hall:
 - Kathy and Wayne listened in on the Cyborg Town Hall meeting; there were many complaints from users at the conclusion of the meeting during a question and answer session regarding the 6.0 year-end process;
 - The Cyborg Help Desk has lost employees and as a result response times are much longer – in some cases users indicated production was down for three days and they never received a response;
 - b. Retha noted that you can no longer view the screen name – Wayne will set it to visible;
 - c. Ben inquired about 6.0 having any additional capability to pay a different second rate for employees who occupy two different jobs within SAIC-F - for overtime there needs to be a manual adjustment. This is not possible in 5.0 - Wayne will check the 6.0 documentation see if it possible.
 - d. Issue for new employees starting in the middle of a pay period – salaries won't go into Unanet unless they begin on Saturdays; Debbie indicated they have a meeting with Unanet tomorrow and will address the issue with them.
 - e. Update to 6.0 should not affect WayneMart.
 5. Next Meeting: May 9, 2012 at 9 AM in the 362 Conference room.