

Cyborg Meeting Minutes
August 8, 2012

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

1. Payroll Processing:

- a) Holiday Processing: Wayne indicated that the only upcoming holiday which will affect payroll processing is Columbus Day; payroll will be run on Tuesday, October 8th;
- b) Additional Compensation: Wayne reported that DMS is working on a process to pay some people some extra dollars for the hours that they work; planning to start for the pay period after the 24th – beginning 25th to the 7th;
- c) Different Pay Rates: Wayne has not yet checked the issue for employees with two different jobs at two different pay rates; Cyborg only allows for one pay rate per employee. Wayne discussed this earlier with Ben today and will review the Unanet information Ben sent; Wayne hopes to come up with something to resolve the issue;
- d) Health Coverage on W2: Wayne contacted Cyborg and they agreed we will need to use a memo HED and they have a solution number posted that Wayne has provided to Retha which basically states to use the Memo/HED (for post-tax part). This is for Leave of Absence employees who need to pay their health coverage in an after-tax basis and is not in Cyborg anywhere so they will set up a memo field to enter the amount and then they will accumulate it to print in Box 12;
- e) Enrollment: Retha indicated it is a project SAIC is looking at for new hires beginning February or March of next year (not Open Enrollment) which will be at least weekly or bi-weekly.

2. Cyborg 6.0 Upgrades:

- a) 6.0.13 – PA Act 32:
 - Wayne reported that he encountered many problems trying to get to 6.0.13 but is getting closer;
 - Cyborg has suggested 11 different updates to apply; Cyborg has not provided a list of everything that is necessary for the upgrade; DMS did the last one on Monday and ran a test payroll; supplement taxes did not calculate correctly for the retirement award, employee referral programs, respect award, and some relocations. DMS is waiting to hear back from Cyborg on this issue;
 - Wayne will reload the PA taxes again and hopes to do a Pay CP to see if the calculation is correct; and if that is correct they only need to worry about the supplemental - will move the money around once it is up and working; Ben indicated that it only has to be paid quarterly;
 - Wayne will provide Retha with the list from Cyborg of the updates available;
 - Wayne will meet with Retha to discuss the timeframe; most recent test was through July 13th and may go ahead and run July 27th payroll through and then

- possibly put the reports in Excel for review; Wayne will check to see if and how the updates affected the screens;
- Halee has a process in place of the data that she needs to test; she indicated that it's easier if there is a file ready and she can run the report the same day; Wayne will try to run the 27th through in the next day or two and Monday will try to do the most recent after payroll is run; Wayne prefers to test at least two because of the previous invalid output;
- b) 6.1.8: Wayne has downloaded everything and will meet with Mark and Kathy in DMS today to set up the whole region and then will begin the conversion.
3. TimeWizard & Unanet/Contract Year End:
- a) DMS may go to Unanet once the security issues are resolved;
 - b) Wayne does not know when Unanet will come on board; once the test region is in-house DMS can just make a copy as with TimeWizard;
 - c) For year-end payroll the first week ends September 28th in CY 2012; the second week of that pay period ends October 5th in CY 2013. Wayne does not anticipate any problems and Debbie indicated that the only issue in Cyborg would be if an employee took two full weeks of leave during that pay period and SAIC would need to do a JV to fix it;
 - d) Wayne stated that they will have to update the centers in Cyborg October 1st or 2nd because of all other systems;
 - e) Wayne said to bear in mind that the adjustments were done more than six months ago; anything back six months is considered this year and should go right into payroll; if it is in the future the system will hold it and do it later so that anything adjusted in October was considered future and rejected.
4. Miscellaneous:
- c) Wayne stated there is nothing listed by Cyborg regarding an upcoming CUA Conference;
 - d) Retha noted that the new AWD has been approved on their contract and she will be sending it out tomorrow.

The next meeting will be November 14, 2012, at 9 AM in the Building 362 Conference Room.