

Cyborg Meeting Minutes  
November 9, 2011

Attendees: Kathy Blank, Wayne Duncan, Debbie Green, Halee Helmer, Ben Miner

1. Payroll Processing:

- With the quarterly ESPP processing, C&SS will provide SAIC payroll with only a quarterly value. With C&SS now processing at the end of each quarter, they no longer need to perform all the calculations;
- The bi-weekly Vanguard processing will now include terminated employees. If the employee has a deduction, they should be included;
- Discussion regarding the new security changes in Cyborg:
  - Splitting the HR and payroll functions;
  - Updating centers in Cyborg;
  - Whether Debbie or Mel could send updated staffing centers to C&SS when added which will be researched in the future.
- Upcoming holidays:
  - Thanksgiving: ACH transmissions on Wednesday, November 23<sup>rd</sup>;
  - New Year's Day: Payroll processing on Tuesday, January 3<sup>rd</sup>;
  - MLK: Payroll processing on Tuesday, January 17<sup>th</sup>.
- DMS has changed banks, which affected both the checks and direct deposit;
- SAIC HR would like to start testing the benefit changes for the New Year and will coordinate with C&SS.

2. Cyborg 6.0 Upgrade:

- Recently received an update from Sumtotal concerning the issue with benefits with the BAC employees which is actively being worked on but no date when it will be available.

3. Year-End Processing:

- SAIC payroll would like to run a blank W-2 run before the end of the year and will coordinate with C&SS;
- Some HED names will need to be changed with the start of the New Year.

4. Unanet/TimeWizard Processing:

- Discussion regarding the timing of the leave updates after payroll processing; accruals are updated after Payroll confirms that labor is ready to be posted;
- The EWW worker is no longer a concern;
- Discussion about the RIF'ed employees and how they are handled in Unanet. Currently, they are charging their home center, but hopefully will set up a new HED to track this information.

5. Miscellaneous:

- A meeting will be set up to discuss producing SAIC pay voucher information online.

The next meeting will be Wednesday, February 8, 2012, in the Building 362 Conference Room.