

Cyborg Meeting Minutes
November 14, 2012

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

1. Payroll Processing:

a) Holidays:

- Thanksgiving: The DMS direct deposit will be done on Tuesday, November 20th;
- Christmas is a compute week – no issues; prepare of the possibility the 24th may be granted a day off;
- New Year's: No conflicts;
- MLK: No conflicts.

b) Online Pay Vouchers:

- One more printing of pay vouchers; SAIC-F employees will be able to access their pay stub online;
- Any SAIC-F employee electing to receive their actual paycheck will have it mailed to their home address.

c) Excluded Earnings for Pay Vouchers:

- Paycheck file does not have HED numbers, only description;
- Need to exclude everything by description and exclude that from earnings;
- Dependent-2011 should be changed to 2013 and will be added to the year-end process;

d) Different Pay Rates – Unanet:

- Two different rates for one employee;
- Process will involve extensive work and be very time consuming;
- Currently not extracting - only one rate in Cyborg;
- Needs to be a rate override when exists and Wayne will look at the two fields;
- Would have to do dollars with hours;
- Wayne will check to see if they can get the timesheet Cell Bill rate extracted and in the tables to work with;
- Ben and Wayne discussed the details of the employee hours/rates using an example of 60 regular hours to \$12 and the other 20 hours would be \$18 with hours and dollars; since we only pass hours through that process and we would have to add fields to all tables; will try to get the cost rate extracted on a pay period to test;

e) New Dental Plan:

- Wayne will double check the HED's and the numbers from Halee;
- C&SS will shut off the dental plan and the Aetna medical plan which are now being offered;
- MetLife Dental and Med Plus Medical no longer offered by SAIC;
- Wayne will deactivate both after the payroll is processed on December 17th;

- f) Updated PI Information on Web:
 - Wayne indicated that when updating employee information on the phonebook online, select “Edit” and then log in to change the data;
 - Government wants employees to have access to update their personal data;
 - When logging in to edit any employee’s data access is allowed to anyone. The government wants it modified so only the employee has access their data for editing;
 - Halee will check with HR on the PI information;
- g) Vision Electronic Eligibility File:
 - Wayne has not looked into the file for Collette yet;
 - Want to begin the new online benefits in February;
- h) Year End:
 - Forms ordered and downloaded new Social Security ranges;
 - Need to do LOA at some point for end of year.
- i) Payroll Garnishment:
 - Ben inquired about adding payroll garnishment for ACH processing as a direct deposit;
 - Screens will only available to Payroll.

2. Cyborg 6.0 Upgrades:

- a) Social Security Number Update:
 - All programs updated to use the new Social Security number ranges;
 - Only issue was the visibility of social security numbers in “Look Up” which Cyborg fixed and the social security numbers are no longer visible to other contractors.
- b) 6.1.8:
 - Wayne has downloaded everything and loaded into Unix;
 - C&SS will start the upgrade process next year;
 - Wayne will meet with Mark and Kathy to set up the whole region and then begin the conversion.

3. TimeWizard & Unanet:

- a) Need to update TimeWizard with the holidays for the new year;
- b) DMS still exploring possible use of Unanet for DMS and WISCO;
- c) External access to those outside of the intranet;
 - Started SSP and will require approval from the government;
 - Carrie and Natasha have arranged meetings to begin the process;
 - Do not expect the process to be completed before May 2013.

The next meeting will be February 13, 2013, at 9 AM in the Building 362 Conference Room.