

Cyborg Meeting Minutes
May 11, 2011

Attendees: Ellen Banky, Kathy Blank, Wayne Duncan, Debbie Green, Ann Heller, Halee Helmer, Pam Mendelsohn, and Monica Segreti

1. Payroll Processing:

- Memorial Day does not affect the payroll processing schedule;
- The July 4th holiday payroll will be run on Tuesday, July 5th;
- Wayne discussed the ATM (All the Money) file problem with Ann; she is waiting to hear from corporate. Wayne and Ann discussed other possible solutions to the problem;
- Wayne indicated that direct deposits for DMS & WISCO can now be run on multiple computers (for backup);
- Wayne will meet with Rebecca Newhall prior to her retirement May 31st regarding the May 18th plan audit and automating the reports she runs after payroll;
- Debbie stated that the last week of September needs to go into FY 2012; payroll ends on the 23rd and the new pay period for 2012 begins September 24th (due to budgeted dates);
- Wayne informed SAIC that in cases where an employee is paid in advance and continues to submit a timecard (i.e. SAIC employee Babu), their timecard should not be approved unless they are supposed to be paid. Debbie indicated that there are now be six unapproved and there will be seven when the new SAIC CEO starts.

2. Cyborg 6.0 Update:

- Wayne ran another test and it is still out there;
- Wayne will set up an incident with Cyborg to discuss multiple states and will probably need to set one up with the new hire;
- There are still two employees that remain a issue; we have a total of three incidents.

3. TimeWizard/Unanet:

- Debbie reported there are still problems with those users that did not get the desktop icon;
- Debbie received an error message a couple times on the shared icon, but after attempting two or three times it eventually works;
- Debbie has loaded all people, projects, hours and credit hours into Unanet from Cyborg;
- Debbie and Ann questioned how C&SS will carry over the credit-hour balances. Debbie brought hers over to test but the balance was incorrect. She will try again this pay period. Wayne explained that Cyborg generates the accrual based on the hours and the accrual is

done before payroll, therefore, the hours from the current timesheet are not included until after payroll is run. Debbie will re-load it this pay period, update all the balances and check it again. Wayne stated that C&SS added the accrual balance from the 005 and the current hours from the 007.

- Ann will send an email to Wayne regarding the hours rounding up on the reports;
- Debbie reviewed a problem with the approvers in Unanet. She was instructed to load the second level first then the first level with a comma in-between. When it loaded it was backwards and when she reversed the entry of the levels, it still didn't work. She will delete what is out there and try again;
- SAIC will process payrolls at 10:30 AM on Mondays when they go to Unanet;
- C&SS is still waiting to hear from Kathy Hoffman regarding how she wants to see all three systems work for total time accounting adjustments.

4. Miscellaneous

- Cyborg Conference will be held in Nashville September 7-9, 2011;
- Wayne noted upcoming retirements:
 - Ellen Banky: June 10, 2011
 - Ann Heller: October 24, 2011

The next meeting will be Wednesday, August 10, 2011, in the Building 362 Conference Room.