

### PRE-GO-LIVE READY ROOM ACTIVITIES LIST

Activity	Reports/Data You May Need
Validate Organizational Charts in SCEIS	Current DOT organizational chart; SCEIS access and/or reports will be provided for comparison
Resolve employee mismatches from SCEIS, HRIS and/or CG Payroll	Report to be provided by SCEIS; you may need an employee roster to check against. HRIS will also be available on the Ready Room computers.
Validate Work Schedule Rules	Report to be provided by SCEIS of submitted Work Schedule Rules for your employees; bring any documentation needed to compare these to their current schedules
Validate FLSA Work Weeks/Work Periods	Report to be provided by SCEIS of submitted information; bring any documentation needed to compare these to their current assigned FLSA information
Reconcile EIP/SCEIS Date of Birth Discrepancies (if applicable)	Report to be provided by SCEIS
Ensure all employees (in all position types) are entered into HRIS or Agency Data Spreadsheet (non-regulatory agencies) for conversion	Current DOT organizational chart; HRIS is available on Ready Room computers
Begin reviewing data conversion spreadsheets and bring any questions you have for the SCEIS Team to clarify before the freeze period	Print copies of any data conversion spreadsheets you have questions about
Review and begin to resolve other errors as defined on SCEIS-provided error reports	Reports to be provided by SCEIS