Agency Readiness Checklist

Wave 1 Human Resources/Payroll Agencies

The following Agency Readiness checklist is for those agencies that will continue their SCEIS implementation with Human Resources (HR) and Payroll (PR) functions on December 2, 2009. These agencies are listed in the table below. The SCEIS activities to complete agency readiness follow the agency listing.

Agency name	Agency Code	Advocate
Accident Fund, State	R12	Elizabeth Plyler
Administrative Law Court	C05	Elizabeth Plyler
Agriculture, Dept of	P16	Laura McLendon
Arts Commission	H91	Eric Jordan
Auditor's Office	F27	Eric Clark
Commission for the Blind	L24	Elizabeth Plyler
Comptroller General's Office	E12	Laura McLendon
Conservation Bank	P40	Laura McLendon
Consumer Affairs, Dept of	R28	Laura McLendon
Election Commission	E28	Laura McLendon
Ethics Commission	R52	Elizabeth Plyler
Financial Institutions, Board of	R23	Laura McLendon
Human Affairs Commission	L36	Eric Clark
Indigent Defense Commission	E23	Eric Jordan
Insurance, Dept of	R20	Eric Jordan
John de la Howe School	L12	Elizabeth Ellison
Minority Affairs Commission	L46	Elizabeth Plyler
Natural Resources, Dept of	P24	Laura McLendon
Patients' Compensation Fund	R14	Elizabeth Ellison
Patriots Point Development Authority	P36	Laura McLendon
Procurement Review Panel	S60	Elizabeth Ellison
Prosecution Coordination Commission	E21	Elizabeth Ellison
Public Service Commission	R04	Elizabeth Plyler
Retirement System Investment Commission	E19	Laura McLendon
Secretary of State	E08	Eric Jordan
State Library	H87	Elizabeth Plyler
State Museum	H95	Eric Clark
Treasurer's Office	E16	Laura McLendon
Wil Lou Gray Opportunity School	H71	Laura McLendon
Workers' Compensation Commission	R08	Eric Clark

The following Agency Readiness Checklist describes activities an agency needs to complete throughout their implementation efforts. These activities will be discussed on a monthly basis with Agency Support Team (AST) Leads and are *subject to change based on SCEIS project planning activities*. Additional tools and information to support the completion of these activities will be provided as needed.

In addition to this checklist, readiness reports and other monitoring tools will be available to assist agencies in ensuring their tasks are being completed. Individual tasks will be monitored monthly by your assigned SCEIS Agency Advocate and entered into a Share Point tracking tool. The readiness report will be produced monthly and forwarded to the AST Lead for review. After the AST Lead has had one week to review and respond, the report will be forwarded to the AST Sponsor.

This information will assist both the agencies and SCEIS in knowing of any delays in agency Readiness activities as soon as they are identified. This is important so that a revised plan may be developed to meet the ultimate goal of implementation according to the established dates.

	March					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and to view demonstration of HR/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll Subject Matter Experts (SMEs) as needed	AST Leads attend meeting	PowerPoint presentation; Organizational Management (OM) demo from HR team
2	Complete computer skills survey	Electronic survey that assesses basic computer skills of core users in HR and Payroll	HR PR	AST Lead and HR Director facilitate completion; AST SMEs support completion of survey	Agency submits responses to SCEIS EC&C team	Instructions from EC&C
3	Dissemination of core users' marketing information	Marketing materials to increase awareness and support for the HR/Payroll project among prospective core users	HR PR	AST Lead and members will be asked to help distribute materials in their agency	Agencies have received multiple pieces of collateral for distribution in the agencies	Flyers or break room posters, brochures, podcast information, newsletters, etc.
4	Begin identifying employee work schedules / work weeks	Each employee must have an assigned work schedule and work week in the SCEIS system.	HR PR	AST Lead and SMEs will lead the collection efforts for the agency	All agency employees' work schedules and work weeks are accounted for by the SCEIS team	Agency Implementation Guide, HR/Payroll Data Request Guide, Excel spreadsheets
5	Begin agency training coordinator activities	Agency training coordinator is provided a list of agency training activities to	Trng	Agency Training Coordinator (ATC) AST Lead, as needed	Attended ATC Kick-off meeting	ATC Workshop materials

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#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
March						
		support SCEIS training efforts				
6	Begin data cleansing	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data within HRIS (Human Resource Information System) and Central Payroll systems	HR PR	AST Lead, and HR and Payroll SMEs	Agency confirms that they have started activity	HR/Payroll Data Request Guide and Checklist, Excel spreadsheets
7	Complete interface requirements	Confirm HR/PR interface requirements from Blueprint process	Tech HR PR	AST Technical Lead works with SMEs (and AST Lead if necessary) to validate & provide requirements to SCEIS	List of requirements submitted to SCEIS & agreement to agency responsibilities	Interface Strategy

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	April					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and to view demonstration of HR/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation; Organizational Management (OM) demo from HR team
2	Complete HR/ Payroll data cleansing activities	Data cleansing includes eliminating unnecessary data records and identifying and correcting inaccurate data within HRIS (Human Resource Information System) and Central Payroll systems.	HR PR	AST Lead and SMEs will lead the data cleansing efforts in the agency	All necessary data is compiled and submitted to the HR/Payroll team	HR/Payroll Data Request Guide and Checklist, Excel spreadsheets
3	Begin and complete HR/Payroll data collection requests	All requested data collection activities will be completed by the agencies	HR PR	AST Lead and SMEs will lead the data cleansing efforts in the agency	All necessary data is compiled and submitted to the HR/Payroll team	HR/Payroll Data Request Guide and Checklist, Excel spreadsheets
4	Complete current process worksheet	Agency completes Excel spreadsheet by answering questions about current processes and positions completing those	HR PR	AST Lead facilitates completion and AST SMEs support completion of activities	Worksheet completed and submitted to Advocate	Current State worksheet from EC&C

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					processes
5	Begin distribution of general Employee Self-Service / Manager Self-Service information	Distribute first wave of information to agencies for general employee information on ESS/MSS functionality and features	HR PR	AST Lead will be asked to help distribute materials in their agency	Agencies have received collateral to distribute to employees regarding ESS/MSS	Brochures, flyers, website content, presentations
6	Complete Agency Readiness Survey	Agency completes questions about the readiness of the agency to implement HR/Payroll	HR PR	AST Lead facilitates distribution and completion within agency	On-line survey completed by due date	Survey and instructions

	May					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and to view demonstration of HR/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation; Time Management and ESS/MSS demo from HR team
2	Continue distribution of general Employee Self-Service / Manager Self-Service information to employees	Distribute information to general employees on ESS/MSS functionality and features	HR PR	AST Lead will be asked to help distribute materials in their agency	Agencies have received collateral to distribute to employees regarding ESS/MSS	Brochures, flyers, website content, presentations
3	Identify agency-specific training requirements & conduct training activities, as needed	Agencies may require unique training to prepare users adequately for SCEIS training and to address agency-specific needs accurately. In these situations, it is the agency's responsibility to assess specific training needs and determine the training curriculum and support required.	EC&C Trng	Agency Training Coordinator and AST Lead, as needed	Agency-specific training is completed prior to the start of SCEIS training	

	June					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and to view demonstration of HR/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation; Payroll / Travel / Security demo from HR team
2	Participate in integration testing	Activities to test the integration points within SCEIS among various Human Resources and Payroll functions	HR PR	AST Lead and SMEs will participate in testing or help determine who in the agency is best suited to participate	Agency attendance during testing session	Testing software, possible presentation to introduce concepts
3	Assign SCEIS roles to employees	Through the role mapping process, employees will be mapped to specific user roles in the system based on their duties in the agencies and the tasks in the system to perform those duties	HR PR	AST Lead will be required to assist in role mapping efforts to identify employees and map them to the appropriate roles	Agency employees are mapped to the correct roles in the system based on their daily tasks and system functionality	Excel spreadsheet, PowerPoint presentations to explain the processes

July						
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and to view demonstration of HR/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation; Payroll / Travel / Security demo from HR team
2	Participate in integration testing	Activities to test the integration points within SCEIS among various Human Resource and Payroll functions	HR PR	AST Lead and SMEs will participate in testing or help determine who in the agency is best suited to participate		Testing software, possible presentation to introduce concepts
3	Participate in manager / supervisor preparation sessions	These sessions will prepare managers and supervisors for the conversations they will have with their employees regarding role changes after go-live	HR PR	These sessions will prepare managers and supervisors for the conversations they will have with their employees regarding role changes after go-live	Agency managers and supervisors are prepared to discuss role changes with employees	PowerPoint presentation, prepared scripts / prompts
4	Register for training courses	Agency employees will need to be registered for the appropriate training courses based on their newly identified roles	HR PR	AST Training resource will assist employees with training related questions and registration issues, and serve as	All employees are registered for the appropriate courses based on their identified	Training scheduling tool

	July					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
		in the system		liaisons to the SCEIS Learning Team	roles	
5	Begin general Employee Self-Service and Manager Self-Service training	Agency employees will need to complete training classes to familiarize themselves with the functions and features in ESS and MSS	HR PR	AST Lead will help monitor employee progress to make sure all employees complete training	All employees in the agency sign off that they have completed the necessary ESS/MSS training course(s)	Training tool or presentation, employee certification of completion

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	August					
#	**Activity**	**Description**	**Area**	**AST Involvement**	**Completion Criteria**	**Tools**
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities and to view demonstration of HR/Payroll system functionality	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation; Imaging discussion / demo
2	Begin employee one-on-one discussions	Employee conversations with managers / supervisors regarding role changes and new duties	EC&C	AST Lead, WFT Lead, and AST Sponsor	Discussions are completed	Manager/ Supervisor Toolkit Role Reports
3	Assist in data migration / configuration	Provide HR/ Payroll data that needs to be loaded into SCEIS prior to go-live and review final configuration within the SCEIS system	HR PR	HR/Payroll SMEs	Required activities are completed	
4	Attend HR / Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations

	September					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Complete data clean-up	Complete data clean-up activities completed by the agencies for loading into the system	HR PR	AST Lead and SMEs will lead the data cleansing and clean-up efforts in the agencies	SCEIS team receives all required data in clean form with verified accuracy	Excel spreadsheets
3	Complete employee one-on-one discussions	Employee conversations with managers / supervisors regarding role changes and new duties	EC&C	AST Lead, WFT Lead, and AST Sponsor	Discussions are completed	Manager/ Supervisor Toolkit; Role Reports
4	Attend HR / Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations

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	October					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Validate agency role mapping	Revisit mapped roles to validate accuracy and relevance before go-live	HR PR	AST Lead will participate in these efforts with HR office	Agencies sign off on updated role mapping documents	Role mapping database, Excel spreadsheets
3	Complete interface development	Finalize development for all external interfaces	HR PR	AST Lead will help validate interface functionality and requirements	Interface development completed by SCEIS team	
4	Validate payroll comparison testing results	Payroll tests will be run on data in the new system to compare results with Comptroller General Payroll to verify accuracy	HR PR	AST Lead and SMEs will participate in validation or help determine who should be involved in testing efforts	Successful comparison test runs validated by agencies	
5	Attend HR / Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations

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	November					
#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
1	Attend monthly AST Lead meeting	Attend and participate in EC&C sponsored meeting to discuss upcoming agency activities	HR PR	AST Lead attendance and HR/Payroll SMEs as needed	AST Leads attend meeting	PowerPoint presentation
2	Compete and validate converted data	Validate accuracy of converted data in the system before go-live	HR PR	AST Lead and SMEs will participate in validation or help determine who should be involved in testing efforts	Agency ensures the appropriate staff has reviewed and approved all conversion results	
3	Complete agency cutover activities	Agencies are responsible for executing cutover activities during the appropriate timeframes identified by the Cutover Plan	Tech	Technical Lead, HR/Payroll SMEs, and AST Lead	The completion of this task signifies the transition from agency legacy systems to SCEIS	SCEIS Cutover plan
4	Complete HR/Payroll training	Users attend assigned training courses	Trng	Agency Training Coordinator AST Lead, and AST Sponsor	Users complete appropriate training	Training registration Training evaluations
5	Support "freeze" period for legacy applications	Agency SMEs support SCEIS to ensure data from legacy applications is accurate	HR PR	AST Lead, Agency HR and Payroll SMEs, and AST Sponsor	AST Sponsor/ Agency Head sign-off	
6	Prepare for implementation	Provide information to users regarding how to access SCEIS, how to get help, etc.	HR PR	AST Lead, Communications lead, SMEs as needed	Information is distributed to users	

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#	Activity	Description	Area	AST Involvement	Completion Criteria	Tools
December						
1	Use new processes and systems within agencies	Use SCEIS HR/Payroll functionality to complete daily work tasks	HR PR	ASTs and SMEs are the resident agency experts on the system and its functionality. Serve as point of contact as system ramps up in agencies		
2	Use agency HR/Payroll SMEs and Service Center operations to resolve questions and issues	Call the Service Center to resolve issues such as accessing SCEIS	All	AST Lead and Communications Lead	N/A	SCEIS Help card
3	Attend go-live support sessions as needed	SCEIS team members work with agency Subject matter Experts to support core users entering transactions into SAP	HR PR	AST Lead	Schedule support and lab	

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