

Check the file. Check the source.

Use these checks before applying a roster. RelayWorks and these rules are fictional; they are not universal import advice.

Start with: the approved people-data source and requested change instructions.

- 01 **Use the approved source.**
Confirm exact values there; never guess a missing or uncertain value.
- 02 **Check the file’s shape.**
Required columns: **Employee_ID, Display_Name, Work_Email, Team_Code**. Every cell must be present. Email needs non-space text, @, a domain and a dot; this does not check deliverability.
- 03 **Correct fields from the source, then validate.**
Employee_ID is exactly six digits stored as text; leading zeroes matter. Do not guess or pad an ID. Allowed teams are OPS, ENG and SUP. Missing values, invalid values or duplicate IDs block the whole import; no partial updates apply.
- 04 **Compare the preview with the approved change.**
Employee_ID is the match key: an existing ID updates; a new ID adds. Name or email changes do not create a person. Validation checks structure, not authorization.
- 05 **Confirm only a reviewed preview.**
Rows absent from the file remain unchanged. Preserve display names, including spaces and accents, as supplied. After any edit, validate and review again because readiness clears.

Team-code directory

OPS Operations	ENG Engineering	SUP Support
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A valid value can still be wrong

Example row: **007305 | Rosa Álvarez | rosa.a@example.com | SUP**. If the approved source says Rosa’s email changes but her team remains **OPS**, retain OPS. SUP is an allowed code, but that does not authorize the assignment.