Why this is important

The Advisory Group has a vital role in the HR/Payroll project.

Group members will have a regular forum for providing input and feedback throughout the life of the project.

This will ensure that valuable experience and knowledge is effectively surfaced – and efficiently channeled to the Project Leadership Team and the project team as a whole.

This is all about fully leveraging our abundant internal know-how – in order to strengthen the project, the project team, and the system that results.

Focused meetings

At regular meetings, group members will receive updates directly from the project managers and other key people, with opportunities for questions and discussion.

There will also be opportunities for input and feedback, to inform next steps relating to functional issues, technical aspects, change, training, and much more.

Meeting agenda

Meetings will include the following three agenda items.

Additional points will be covered, depending on where we are with project implementation.

- Updates regarding the project in general and change management; answer questions and discuss feedback and ideas from group members.
- Input and feedback from the group, with focused questions and prompts brought to the table by the project team.
- Build an action list of specific next steps based on discussion and decisions.

Advocating for change

Group members will be in a position to communicate and advocate for the project among colleagues, fostering an environment to support this change.

The project in brief

Work is under way to implement an advanced HR/Payroll system. The new system will replace our outdated administrative systems – giving us strong functionality that will be easier to use and more effective at supporting a major top-tier University over the long term.

This will be a comprehensive system that covers Human Resources, Payroll, Benefits, Time and Labor, Absence Management, and Self-Service for employees and managers.

The project is led by an Executive Steering Committee, with a Project Leadership Team overseeing project management and system implementation. The project team is working to develop and implement the system. The team includes USC staff as well as consultants and PeopleSoft experts from IBM.

Project phases

**Phase 1** (Planned go-live April 2019)
HR, Payroll, Benefits, and associated Self-Service functions

**Phase 2** (Planned go-live TBD)
Time and Labor, Absence Management, and associated Self-Service functions

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**Project Website:** [sc.edu/hrpayrollproject](http://sc.edu/hrpayrollproject)

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