HR/Payroll Project
University of South Carolina

Sharing Information

A Project website and informational handouts are ready for you to use.

Here are seven quick ways to communicate key information about the HR/Payroll Project:

• Tell people about the HR/Payroll Project. If you have regular meetings or informal huddles, take a few minutes to provide information. People will appreciate being kept in the loop.

• Point people to the project website address. The URL is easy to remember, and the site is well-stocked with up-to-date information. sc.edu/hrpayrollproject

• Circulate handouts about the project. Our informative one-pagers convey important information in clear language. To download in PDF format, go to the Information Toolkit at the website.

• Encourage questions from your colleagues. If you get questions you can’t answer, contact the project’s Change Management Team at CMTeam@sc.edu. They will respond promptly.

• Post the one-pagers in your work area. If you have a bulletin board or some available wall space, tack up the information.

• If you have colleagues who might like to be involved in communicating the changes or serving as an informal trainer or coach once the system is ready for implementation, encourage them to contact the Change Management Team for the project: CMTeam@sc.edu

• Tell colleagues about your own involvement in the HR/Payroll Project. If you are on a project-related group (for example, the Project Advisory Group), or you were or are involved in some other aspect of the project (such as gathering business requirements), explain your role so people will get a better idea of how the project is proceeding.