



Change Management Hub:
Blueprint for Success

**Empowering
Teams to
Navigate Change
with Confidence**

Paycor
A Paychex® Company

What's Included



Why Change Management Matters
Benefits of Effective Change Management

01.



Change by Design
Framework for Change Management

02.



Your Change Management Framework
Setting the Stage

03.



Change Management in Action
Your Roadmap to Successful Change

04.



Why Change Management Matters



Change isn't just about tools or processes - it's about people.

The Change Management Hub helps teams adopt changes efficiently, reduce disruption, and understand the “why” behind each transition.

Key Benefits of Effective Change Management:



Supports People Through Change:

Know what to expect so your team confidently transitions.



Builds Engagement and Buy-In:

Communicates purpose to encourage participation.



Improves Project Success:

Provides a clear framework to minimize business disruption and accomplish project goals.



Accelerates Value Realization:

Increases proficiency faster, reducing the time it takes to achieve full productivity.

70%

of changes fail without a plan. We make sure your plans succeed.

When people are truly invested in change,

it's 30%

more likely to stick.



Change by Design: Proven Framework, Strategic Communication, People-Centered Approach

Engage



Build awareness and involvement early in the change process by engaging stakeholders.

- **Who to engage:**
Stakeholders at all levels of your organization. Executives, managers, frontline employees.
- **How to engage your teams:**
 - Share your Paycor go-live success criteria and goals with your stakeholders
 - Communicate the need for change clearly and transparently.
 - Involve key influencers and change champions.
 - Listen actively to concerns and feedback.
- **Why it matters:**
Engagement fosters trust, reduces resistance, and creates a sense of ownership.

Excite



Focus on generating stakeholder enthusiasm and motivation for change.

- **How to engage your teams:**
 - Highlight benefits for individuals and teams.
 - Celebrate early wins and success stories.
 - Assign team members to become subject matter experts
 - Begin your Paycor Administrator Trainings
 - Create customized organizational process content
- **Why it matters:**
Excitement drives momentum and helps people see the change as an opportunity rather than a threat.

Execute



Align tools, training and reinforcement to sustain success.

- **How to engage your teams:**
 - Provide training, tools, and resources to your employees
 - Monitor progress and adjust as needed.
 - Reinforce new behaviors through leadership modeling and recognition.
 - Measure outcomes and communicate results.
- **Why it matters:**
Execution ensures that change is not just planned but actually realized and sustained.

Your Change Management Blueprint: Setting the Stage



Engage



Building awareness of your upcoming Paycor solution within your organization

Managing change for you and your implementation project team



- **Assemble your core implementation project team** with clear roles and responsibilities.
- **Visit the Getting Started Portal** to complete the Getting Started section.
- **Access the Change Management Hub** at <https://www.paycor.com/change-management-hub/> and get familiar with the Hub's resources.

Managing Change with your frontline employees



- **Identify Change Champions** – among front-line manager in each department/location to serve as advocates.
- **Create a “What’s in it for me?” narrative** – that clearly articulates benefits for front-line works (easier time tracking, self-services access, mobile capabilities).
- **Document Current-state workflows.**
- **Identify high risk employee groups** – to determine what resources or needs they might have in this transition

Excite



Preparing for Paycor Launch while building enthusiasm within your organization

- **Begin your [Paycor training](#)**
- **Develop and pilot your internal manager & employee training plan.**
- **Host manager huddles** to address process changes and set expectations on how they will utilize Paycor in their roles.

- **Design role-specific training** tailored to how your frontline employees will use the system.
- **Develop multilingual materials** – to communication process changes, employee training, and benefits Paycor will bring
- **Host lunch-and-learns/town halls** where employees can see the system and ask questions.
- **Create Super User Groups** and run process tests in Paycor (time punching, onboarding).

Execute



Monitoring, supporting, and sustaining your new Paycor Solution within your organization

- **Host Manager huddles** to address common challenges and share tips.
- **Begin your Certified Admin training.**
- **Review product bundles [Paycor Bundles](#)** to ensure you're taking advantage of your full offering.

- **Celebrate your go-live accomplishments** by sending a companywide email. Be sure to include reminders for employees on the mobile app, how to access paystubs, etc.
- **Track key/adoption metrics** by monitoring:
 - Time Dashboard
 - User Access Reports
 - Time Off Requests & Calendar

Change Management in Action/Roadmap



1 Month Before Go-Live

- Display [Sample Socialization Poster: Welcome to Paycor](#) in break rooms, common areas, high traffic locations.
- Send [Sample Email Announcement or Meeting Slide: Introducing Paycor](#) introducing Paycor and what it means for employees.
- Launch employee registration campaign – send step-by-step instructions for creating Paycor accounts [Help Guides for Employees](#)



2 Weeks Before Go-Live

- Send go-live reminder and communicate critical deadlines to managers and employees,
- Conduct role-based training sessions,
- Announce internal helpdesk/office hours support



1 Week Before Go-Live

- Review user access and permission reports – Reviewing this articles [Security Reports](#) section to ensure employees have the appropriate access.



Go-Live Week

- Send congratulatory email out to your organization using the [We're Live on Paycor! What You Need to Know](#) template.
- Send Employees this [Help Guides for Employees](#) linking them to resources about using Paycor.

