This update email is being sent to HR Officers, HR/Payroll TIPs and Campus Working Group members, and OHR staff. OHR will send these daily updates as needed through the go-live and immediate post go-live periods. Please share with the ConnectCarolina HR/Payroll users in your school/division.

Top Issues:

- If you have an issue or problem that affects SPA payroll for today, please call 962-HELP and enter a critical ticket. If you have already entered a ticket on the issue, call the Help Desk and request to have your ticket changed to critical. Typically, “critical” is used very sparingly – usually for items that require action due to proximity to a payroll deadline or are causing problems for multiple users.
- We are aware of two issues with the online campus directory:
  - New hires are being added to the directory after the hires are approved but prior to their effective dates
  - The home address/phone flags for new hires are defaulting to public rather than private
  ITS is expeditiously pursuing a repair for this. In the meantime, we have informed central offices to refrain from approving future-dated hires until a short-term fix can be put in place in the next few days. For temporary hires, we ask schools and divisions not to process future-dated actions until the fix is identified.
- We have resolved the majority of the actions that were stalled at Authorized for today’s payroll deadline. The remaining items are expected to be resolved by the 5 p.m. payroll deadline.
- Reminder: We are experiencing an issue when users process lump sum payments with dates prior to those allowed during go-live (Oct. 1 for EPA; Sept. 22 for SPA). If you need to make a retroactive lump sum payment, specify the actual work start date and work end date, and use Oct. 1 (EPA) or Sept. 22 (SPA) as the effective date. Place a comment in the justification noting the date discrepancy is due to the ConnectCarolina go-live. Central offices are aware of this change, and OSR has said that doing this will not cause any issues for eCRT.

Important Reminders:

- The next biweekly payroll run deadline in ConnectCarolina is today, Oct. 10. All SPA actions must be entered and fully approved by 5 p.m. Friday to be paid as part of BW07 on Oct. 17. All EPA actions must be submitted to the appropriate central offices for approval by Oct. 15.
- Information was sent today to HR Officers and TIPs about all users who had not completed training. However, information on the HR Approvals class was inadvertently omitted, so individuals included in the list may indeed have taken that class and fulfilled the training requirement. New lists are being generated to exclude those employees who attended the Approvers class. The revised spreadsheets will be sent as soon as possible, hopefully by the end
of today. Emails to individual employees have not yet been sent, so we will use the revised list for that mailing. As a result, we are extending the deadline to complete training, and will not pull the final training records until **5 p.m. Tuesday, Oct. 14.** Employees can check whether they have completed CBT training by going to the [CBT page on ccinfo.unc.edu](http://ccinfo.unc.edu). Log in, and at the bottom of the page, click *Check your training results.* Training requirements for all roles except HR reps can be completed via computer-based training (CBT). [Click here to see available CBTs](http://ccinfo.unc.edu). (As a reminder: basic originators must take the three Funding CBTs and the *Adding or Updating Affiliates* CBT; student originators must take the six Student CBTs; approvers must take the *Understanding Workflow and Viewing and Approving an ePAR* CBT. Basic and student originators and approvers may find the two CBTs listed in the General category helpful.)

- Full instructions on the ARP for EPA employees will come out shortly. In the meantime, though, be cautious about entering future-dated actions on EPA employees, as those will require intervention during ARP processing.

**Resources and Documentation:** The ConnectCarolina training team is offering a series of **mobile labs** across campus for users: open-ended, drop-in sessions to ask ConnectCarolina experts anything. Find out more information about *[when and where the labs are being held](http://infoporte.unc.edu).*

**At infoporte.unc.edu:**
- A list of the Access Request Coordinators (ARCs) and InfoPorte admins for each school/division.
- After you log in, navigate to Tools > Data Dictionary > General Info for additional helpful resources.
- The *Introduction to InfoPorte* CBT should be available by the end of next week.
- A communication for ARCs with InfoPorte tips will come out in the near future.

**At ccinfo.unc.edu:**
- A [PDF version](http://ccinfo.unc.edu) of your *ConnectCarolina Actions for HR Representatives* guide (sign in with your Onyen to access it).
- A searchable online help file containing that content, plus the information from all other training guides (HR and Finance). You can also find it by clicking the Help link in ConnectCarolina.
- Computer-based training sessions on a variety of topics.

**At hrcommunity.unc.edu:**
- [NEW! Information on combo codes and project IDs](http://hrcommunity.unc.edu) (from the question on yesterday’s TIP call)
- A workflow summary.
- The [business process change guide](http://hrcommunity.unc.edu) in HR Community includes reminders on what ePAR is used for each transaction type and whether you can have multiple ePARs in the system at one time.

**Technical questions** should be directed to the Business Systems Help Desk at 919-962-HELP, or submit a help ticket online at help.unc.edu (beginning Oct. 1, select ConnectCarolina > ConnectCarolina HR/Payroll > the appropriate area of concern). Your help ticket will be answered by a team dedicated to working on HR/Payroll questions and issues.

Functional, business process or other general questions – plus any tips you have to offer – can be added to the [ConnectCarolina user discussion forums](http://hrcommunity.unc.edu).

*If you have questions or suggestions for content,* email [kathy_bryant@unc.edu](mailto:kathy_bryant@unc.edu).