Happy Monday! 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:

- Over the weekend, Payroll began processing for B07. The payroll lockout is under way and is expected to continue through midday Tuesday. While payroll is running, users can continue submitting eForms; however, those that would be paid in B07 will not be included in that pay cycle.

Upcoming Deadlines:

- All EPA actions must be submitted to the appropriate central offices for approval by Wednesday, Oct. 15, to be paid on Oct. 31. However, any action that is in the system and fully approved by Oct. 20 will be paid as part of M04.
- For Biweekly 08 (pay date Oct. 31), we recommend that actions be input by the Oct. 17 data entry deadline to allow time for approval workflows. However, any action that is in the system and fully approved by Oct. 24 at 5 p.m. will be paid in B08.

Important Reminders:

- All basic originators, student originators and approvers who have not completed the required training by the end of the day on Tuesday, Oct. 14, are subject to having their access removed. Final training attendance has been verified and final lists of those who have not met training requirements will be sent to HR Officers today. Employees can check whether they have completed CBT training by going to the CBT page on 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. (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.

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 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:

- Information on combo codes and project IDs
- A workflow summary.
- The business process change guide 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.

If you have questions or suggestions for content, email kathy_bryant@unc.edu.