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:

- Due to some unexpected tasks associated with the first payroll run, no ePARs can be submitted between noon and 2 p.m. today. We apologize for the short notice of this outage.
- The daily worklist emails were blocked last night on the ConnectCarolina side. The team is investigating exactly what happened and will work toward sending the emails again tomorrow.

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:

- Position feeds to PeopleAdmin are now occurring three times per day. The run times are 10:30 a.m., 2:30 p.m., and 10:30 p.m. ET.
- 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, **central offices will not approve future-dated hires until a short-term fix can be put in place in the next few**
days. For temporary hires, please continue not to process future-dated actions until the fix is identified.

- All basic originators, student originators and approvers who have not completed the required training for their roles have been notified via email. HR TIPs were copied on the email in case employees have questions. The full list of affected employees was sent to HR Officers and TIPs on Friday, with an refreshed list including employees who attended the classroom approver training last night. Users who have not completed the required training by the end of the day today will have their access removed.

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.)

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.*