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:

- We continue to receive reports of security problems with the View an ePAR screen where actions are not viewable correctly. Please continue to report any issues you experience with a Remedy ticket. The team continues to diagnose the problem.

- From yesterday’s TIP call question about future-dated actions and the ARP: When the ARP is processed, the project team will have to manually address employee actions between July 1, 2014, and when the ARP is processed. To minimize this work, the advice to HR Representatives has been to refrain from processing any future-dated actions on EPA permanent employees that affect compensation and go beyond the pay cycle currently being processed. To clarify, this would include any actions affecting job data and would be processed on the following forms: Hire (for transfers and promotions); Edit Existing Job; Change Employment Status (LOA actions); Add/Update Position (if the position has an incumbent). Please avoid future-dated actions for EPA employees using these ePARs if at all possible. We’ll have a better sense of the time constraints around this request after the ARP instructions are issued by the Provost’s Office.

- Generally, we expect issues with any future-dated action that affects job data. That includes the following ePARs: Hire (for transfers and promotions); Edit Existing Job; Change Employment Status; Add/Update Position (if the position has an incumbent). Please avoid future-dated actions for EPA employees using these ePARs if at all possible. We’ll have a better sense of the time constraints around this request after the ARP instructions are issued by the Provost’s Office.

- The daily worklist emails are expected to begin tonight.

- Payroll has implemented a number of paystub changes that are expected to appear for tomorrow’s biweekly payday. Specifically:
Leave, regular hours and overtime hours should be correct. Annual salary for temporary employees paid hourly will display the hourly rate.

Under Gross Pay, the Regular Hours Weighted Average will no longer be shown (that’s a back-end calculation) and there will be one Overtime dollar amount listed instead of two.

The Statutory Deductions heading has been changed to Taxes, and amounts will be listed for individuals who have elected to have additional flat amounts withheld for federal and/or state withholding taxes.

Under the Deductions heading, the TSERS member number will be added if available.

- **Access to Payroll Data:** A review is under way to address departmental access to and availability of payroll data, to enable departmental staff to respond to questions from employees about their paycheck and to assist departmental staff in validating their payroll expenses prior to the final payroll.

- We are aware that in some cases, attachments are not viewable after an action has been executed. In the short term, if you need to access an attachment, submit a Remedy ticket and ask the Help Desk for assistance to retrieve a copy of the attachment.

**Upcoming Deadlines and Reminders:**

- For Biweekly 08 (pay date Oct. 31), **we recommend that actions be input by the Friday, Oct. 17, data entry deadline** to allow time for approval workflows. **Please be sure to take TIM deadlines into account, in addition to the ConnectCarolina deadlines.** Any action that is in the system and fully approved by Oct. 24 at 5 p.m. will be paid in B08.

- Remember tomorrow’s **HR/Payroll TIP face-to-face meeting** from 10-10:45 a.m. in AOB 1501-A. *(Then go enjoy lunch by the Pit at Employee Appreciation Day!)*

- Next Thursday, Oct. 23, we will hold a second **HR Rep meeting** to answer your questions. Please mark your calendars to attend: 9:30-10:30 a.m. in Hamilton 100.

**Tips and Tricks**

- The easiest ways to access the ConnectCarolina login page are to click the link in the top menu of the **OHR website** or the link at the top of the **UNC website.** For websites that have the UNC identity bar across the top of each screen, a ConnectCarolina link has also been added there.

**Important Reminders:**

- The project team is finalizing which roles will be removed for individuals who did not complete the required training. The results will be sent to HR Officers and ITS Security shortly. After you receive that list, if you determine that any of these individuals do need access going forward, please provide the supplemental HR access request form to your ARC so they can submit it through the InfoPorte access request tool. **In the meantime, if you are aware of users who completed the training between 5 p.m. yesterday and when you receive the final list, please email hr@unc.edu with the school or division, employee name and PID. We will do our best to have that incorporated into what is sent to Security.**
**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](#).

**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.*