From: Bryant, Kathy
Sent: Tuesday, October 07, 2014 11:53 AM
Subject: Oct. 7 -- HR/Payroll Daily Update

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.

Mark your Calendars:
- As you are getting familiar with the new system, you are probably starting to collect some questions. To give you a chance to ask those questions, and also to share some tips with your fellow HR representatives, we’re holding three informal sessions over the next several weeks, beginning this Thursday, Oct. 9. Do you have anything in particular you’d like to see, or a particular area you have questions about? If so, please send an email to Kathy Bryant by noon this Wednesday, Oct. 8. That will help us ensure demos are targeted to your needs.

- What: HR Representative Touchbase
- Location: Hamilton 100
- Time: 9:30-10:30 a.m.
- Dates: Thursday, Oct. 9; Thursday, Oct. 23; Thursday, Nov. 13

Top Issues:
- The View ePAR function is working correctly.
- Three items are expected to be fixed tonight:
  - Total State Service Date is being overwritten when a job change is submitted
  - When the FTE is changed on a position, the change is not being recorded in PeopleSoft
  - The daily worklist email notifications are not going out
- We understand there is an issue with viewing attachments that have been uploaded to ePARs. The project team is working on the problem and hopes to have it corrected within the next two days.
- There is an issue with the Expected Job End Date. The date currently shows the last day worked, but it should display as the first day not worked, like the termination date does. The project team will manually update the Expected Job End Date for employees with dates occurring this week and next week. After that time we expect to have a global fix.
- Affiliate Request System is still experiencing issues for basic originators. We hope to have this corrected within the next two days.

Important Reminders:
The first biweekly payroll run deadline in ConnectCarolina is **this Friday, 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**.

All HR/Payroll users at all levels (basic originators, student originators, HR reps, and approvers) **must complete all required training by 5 p.m. on Friday, Oct. 10, or their access will be revoked**. We are currently reviewing training records to ensure that training has been completed. Training requirements for all levels except HR reps can be completed via computer-based training (CBT). [Click here to see available CBTs.](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.)

No actions can be entered in ConnectCarolina with an effective date prior to **Oct. 1** for EPA employees and **Sept. 8** for SPA employees.

[Click here](Click here) for information on getting **new access, changing access or deleting access** to ConnectCarolina and InfoPorte. A supplemental form for HR access, which requires approval by the HR Officer, is [here](here). If you have a problem with your access, contact the help desk. We realize that the access request process is taking several days at this point due to the volume of activity associated with go-live. We are trying to streamline this process and have responses to you more quickly.

**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](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](PDF version) of your ConnectCarolina Actions for HR Representatives guide (sign in with your Onyen to access it).
- A searchable [online help file](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](Computer-based training) sessions on a variety of topics.

**At hrcommunity.unc.edu:**
- A [workflow summary](workflow summary).
- Screenshots by role showing the Home Page options and Start an ePAR options: these are available to help you ensure your access is correct on Day One.
- 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.*