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: the first is tomorrow, Thursday, Oct. 9. Do you have anything in particular you’d like to see, or a particular area you have questions about? Just a reminder, if you have something you’d like to see tomorrow, please email Kathy Bryant today.

  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:**
- Four bugs had fixes loaded overnight:  
  - Total State Service Date for EPA; SPA is still outstanding  
  - FTE changes on positions  
  - Daily worklist email notifications – these should begin going out by the end of this week (in the meantime, check your worklist regularly to see if there are actions waiting for you)  
  - Entering comments

- Please see the separate email from earlier today regarding problems with attachments on actions entered on Monday, Oct. 6. Emails to individual originators will be going out shortly, but we strongly recommend that originators check any actions entered on Monday that included attachments to confirm that the attachments are viewable. If they are not, the safest course of action would be to withdraw the action and enter a new transaction with the attachments.

- There are occasional continuing issues with viewing ePARs. The project team fixed one bug earlier this week that corrected the problem for some users, but other users continue to experience issues. The correction for the second issue should be loaded tonight. In the meantime, if you are checking actions for completion today and cannot wait until tomorrow, HR
representatives can check to see if the action has written to PeopleSoft; other users can check with an HR representative.

- We are aware that there are HR actions that are **stalled at Authorized**. The project team is manually working each action to ensure that it moves to Payroll. Originators may want to periodically check to see if their actions have moved forward.
- The Affiliate Request System issue for basic originators is expected to be fixed tonight.

**Important Reminders:**

- The next 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**.
- Use of University systems, including ConnectCarolina and InfoPorte, is governed by **University policy**. All users must review the policy and indicate their agreement [here](#). If you have not completed this, please do so as soon as possible.
- You may want to consider using **Evaluate an ePAR** instead of the portal worklist if the portal worklist doesn’t refresh quickly enough to meet your needs.
- We have been monitoring completion of CBT training for basic originators, student originators and approvers, and have seen a significant increase in completion levels this week. However, there are still a large number of users who have not completed the required training. Given the impending payroll deadline and the current issues with viewing ePARs and attachments, we will wait until Monday, Oct. 13, to begin revoking accesses. Tomorrow, we will send HR Officers and TIPs a list of all users in their school/division who have not completed training, using the most recent training data. In addition, we will also directly contact individuals who have not completed their training. You can check whether you have completed 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**. All HR/Payroll users in all roles (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**. 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.)
- As a reminder: You cannot create a position and then go back and initiate a change on a separate action with the same effective date. We are seeing this occur often, particularly with student positions. **Please remember to distribute these updates to all users, including basic and student originators.**
- [Click here](http://ccinfo.unc.edu) 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](http://ccinfo.unc.edu). 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](http://ccinfo.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 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:
- A 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.