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.

Tips and Tricks:

- **NEW!** Learn about the different roles in HR/Payroll and Finance. The [table of access roles](#) includes specifics about the role name, what each role has access to do, required training and the access approval process.

Upcoming Deadlines and Reminders:

- **Upcoming deadlines for B09:**
  - Tuesday, Nov. 11 – payroll lockout ends
  - Friday, Nov. 14 – payday

- **Upcoming deadlines for B10:**
  - Wednesday, Nov. 12 – data entry deadline
  - Friday, Nov. 14 – new hire approval deadline
  - Monday, Nov. 17 – approval deadline; payroll lockout begins at noon; TIM approval deadline 5 p.m.
  - Friday, Nov. 21 – payroll lockout ends
  - Wednesday, Nov. 26 – payday

- **Upcoming deadlines for M05:**
  - Wednesday, Nov. 12 – data entry deadline
  - Monday, Nov. 17 – approval deadline; payroll lockout begins at noon
  - Friday, Nov. 21 – payroll lockout ends
  - Wednesday, Nov. 26 – payday
**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](https://help.unc.edu).

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