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:

- **NEW Retroactive Funding Swaps:** Instructions regarding the use of retroactive funding swaps in ConnectCarolina were sent to campus groups earlier today.
- Detailed instructions on the EPA Annual Raise Process were sent last Friday to HR Officers. You should be hearing more soon, if you have not already. Remember that the ARP data entry period is Nov. 24-Dec. 8.

Upcoming Deadlines and Reminders:

- Upcoming deadlines for B09:
  - Friday, Nov. 14 – payday
- Upcoming deadlines for B10:
  - 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:
  - Monday, Nov. 17 – approval deadline; payroll lockout begins at noon
  - Friday, Nov. 21 – payroll lockout ends
  - Wednesday, Nov. 26 – payday
- **Reminder:** The HR Rep meeting originally scheduled for Thursday, Nov. 13, has been canceled. HR Reps and TIPs will meet together on Friday, Nov. 14, at 9 a.m. in Toy Lounge (Dey Hall).
Tips and Tricks:

- 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.

**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.*