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:** We have received several reports of a technical error message being displayed on the Edit Existing Job ePAR (the error begins with “Negative number assigned to an unsigned field”). The technical team is working on resolving this error message. In the short term, if you get this error, please do not proceed with that ePAR and hold the action until further notice.
- **NEW:** Recently changes were announced regarding encumbrances. Future-dated funding grids are now appearing on the Edit Existing Job and Funding Swap ePARs. If you are making a compensation change on the Edit Existing Job form and there is one or more future-dated funding grids, you must update funding sources for all funding grids. For example, if an Edit Existing Job ePAR is initiated for an employee effective 11/1/14 that has a future dated 1/1/15 funding grid, both effective dated grids are pulled into the ePAR. Therefore, both the 11/1/14 and 1/1/15 grids must be updated to reflect the new funding sources. Please note you must update all future-dated grids on the Edit Existing Job form; updates are optional on the Funding Swap form.
- **NEW:** The best practice on the Edit Existing Job ePAR is to modify the existing grids, not to insert a new grid.
- **NEW:** We are aware that several areas are concerned about SPA hourly student and temporary FTE assignments causing salary funding to hit departmental suspense accounts. The project team is examining the issue to find the best solution, considering both feasibility and timing.
- **NEW:** HRIS and EPAWeb will be left up for view access through Dec. 9 to allow historical lookups through the ARP data entry period.
- **Retroactive Funding Swaps:** Instructions regarding the use of retroactive funding swaps in ConnectCarolina were sent to campus groups yesterday.
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: HR Reps and TIPs will meet together on Friday, Nov. 14, at 9 a.m. in Toy Lounge (Dey Hall). We will have SMEs available to answer ARP questions and present some additional ConnectCarolina tips and tricks.

**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.*