From: Bryant, Kathy  
Sent: Wednesday, November 05, 2014 5:31 PM  
Subject: Nov. 5 -- 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.

Upcoming Deadlines and Reminders:

- The approval deadline for B09 is 2 p.m. on Friday, Nov. 7.
- The next HR/Payroll TIP meeting will be held on Friday, Nov. 7, at 9 a.m. in the Pleasants Room in Wilson Library. Remember, no call on Thursday.
- Due to a variety of issues, we will not hold the HR Representative Touchbase meeting previously scheduled for next Thursday, Nov. 13. Instead, we will combine the Reps meeting with the HR/Payroll TIPs meeting on Friday, Nov. 14, which will be held at 9 a.m. in Toy Lounge. Updated calendar invites have been sent.
- As we move into the holiday period, as usual, we will adjust deadlines to ensure timely processing for both campus and central offices. We expect to have the deadlines through the end of 2014 available shortly.

Top Issues:

- The View an ePAR functionality has been fixed. If you experience issues, please submit a ticket.

Tips and Tricks:

- Four new job codes have been added to ConnectCarolina as of Oct. 1:
  - Faculty 600048 – Distinguished Term Associate Professor (in ConnectCarolina as Distinguished Term Assoc Prof). Distinguished Term Associate Professors are selected in the CAS through an internal competitive process. Most are funded by endowed
professorships that only allow “term” professors. All must be tenured. These professorships have existed as competitive naming opportunities for years prior to the state allowing professorships for untenured faculty.

- EPA Non-Faculty 400112 – Senior Associate Vice Chancellor (in ConnectCarolina as Sr Associate Vice Chancellor). These positions direct a campus-wide office, supervise “managers” and have active, continuing involvement in formulating, interpreting, and implementing institutional policy and exercise substantial administrative authority and discretion in areas such as program planning and design and allocation of resources. **Use of title must be approved by General Administration.**

- EPA Student/Teaching Fellows:
  - 800183 - Senior Teaching Fellow - has full responsibility for a class and supervises other teaching assistants
  - 800184 - Instructional Assistant - has grading and other administrative responsibilities related to a course including lab assistance and setup; does not lead discussion sections

**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](mailto:kathy_bryant@unc.edu).