TO: School/Division HR Officers and Secondary Contacts  
FROM: Vicki Bradley, Senior Director, Office of Human Resources

As discussed at yesterday’s HR Council meeting, the ConnectCarolina HR/Payroll team will assist Schools/Divisions with the high volume of EPA student actions which will occur in the month of May as EPA students are either terminated or placed on a short work break for the summer. Please review the attached “Guidelines for Spring 2015 End-of-Semester Processing for EPA Students” and ensure individuals processing EPA student actions in your School/Division are aware of how end-of-semester processing will occur.

It is important to note that Schools/Divisions should submit ePARs when terminating or putting EPA students on short work break if their Expected Job End Date is prior to April 30 or after June 1. [There are relatively few EPA students with an Expected Job End Date prior to April 30 -- but those students must be addressed by the April (M10) data entry deadline – which is Thursday, April 16 – or they will continue to be paid.]

Where to go for more information?
More information about how to appropriately use the Expected Job End Date, how to place/return students from a short work break, etc. will be available as follows:

- “Spring 2015 end of semester student processing” will be a topic discussed at the HR/Payroll User Group meeting on April 22 from 9:00-10:00 in Dey Hall, Toy Lounge
- We are also providing several walk-in opportunities for all users to get assistance with handling EPA student terminations/short work breaks at the following dates and times:
  - Thursday, April 16: 10:00-11:00 a.m., ITS Manning Room 2400
  - Thursday, April 30: 3:00-4:00 p.m., AOB Room 1402
- Technical questions can be directed to the Business Systems Help Desk at 919-962-HELP, or submit a help ticket online at help.unc.edu. Your help ticket will be answered by a team dedicated to working on HR/Payroll questions and issues.

If you have any questions, please do not hesitate to contact me.