Jan. 7, 2015

This Finance Division Update email is for Business Managers, MOU Leads, Finance TIPs, Finance Campus Working Groups and Finance Division staff. Please share with the ConnectCarolina Finance users in your school/division. We will send updates twice per week and/or as needed.

Top Issues

**New! Purchase Requisitions:** Users should be sure to cancel “Denied” purchase requisitions that will never be processed. If your department does not want a purchase requisition to be processed, it should be canceled. This cancellation liquidates the pre-encumbrance of the department’s funds.

Currently, there are 440 purchase requisitions that have been denied and the Budget Status equals “Valid.” Many of these have October as the “entered date.”

**New! Vacation leave rollover:**

*In TIM:*

- Vacation rollover to sick occurred in TIM on January 1, 2015, for active SPA and EPA permanent employees.

*In leave boxes on paystubs:*

- In the Jan. 23, 2015, paystubs for biweekly employees and Jan. 30, 2015, paystubs for monthly employees, the vacation hours that roll over will appear in the Vacation “Used This Cycle” box and will appear in the Sick “Earned This Cycle” box.

- Vacation hours that roll over to Sick on January 1, 2015, will then appear in the Vacation “Used This Year” box in paystubs for the remainder of the 2015 calendar year.

- Hours added to Sick from the Vacation rollover on January 1, 2015, will then appear in the Sick “Earned This Year” box in paystubs for the remainder of the 2015 calendar year.

**November Month-End Close:** Central Offices (OSR, Accounting Services and the Budget Office) continue to work on November month-end close.

**December Month-End Close:** Central Offices (OSR, Accounting Services and the Budget Office) continue to work on December month-end close.

**Important Reminders**

**ConnectCarolina Survey:** Now that you have been using ConnectCarolina for a few months, the project team would love to know what you think. Please take the survey by Friday, Jan. 9, and be entered into a drawing for iTunes gift cards.

**Questions**

All technical questions should be directed to the Business Systems Help Desk at 919-962-HELP, or submitted via a
help ticket online at help.unc.edu (select ConnectCarolina > ConnectCarolina Finance > the appropriate area of concern). Your help ticket will be answered by a team dedicated to working on Finance questions and issues. Due to the reduced volume of calls after 5 p.m., the hours of the BSHD are 8 a.m. to 5 p.m. Functional or business process questions – plus any tips you have to offer – can be added to the ConnectCarolina user discussion forums.

Suggestions for content can be emailed to janet_kelly-scholle@unc.edu.