

What would you do if...

Scenario -

1

Trey McTrain is an SPA Research Specialist in position number 20001899 in the DES Organizational Training Department. He currently reports to Kayla Trainlyn, an EPA Non-Faculty Research Program Coordinator in position number 20001906. However, next week he will begin reporting to Dr. Elizabeth Trainor, a Professor who is not in a position.

How do you make this reporting relationship change?

In this scenario you would submit two separate ePAR forms. First, submit an **Add/Update Position ePAR** for Trey's position #20001899, clearing out the 'Reports to' field. After this ePAR is executed in the system, you would submit an **Edit Existing Job ePAR** for Trey and enter Dr. Elizabeth Trainor's PID in the 'Reports to' field.

The old information will still be pulled into the Edit Existing Job ePAR if you do not first wait for the position ePAR to be executed first.

Scenario -

2

Cyndi VonTrains is a sophomore and is currently in a Work-Study job with the Department of Developmental Engineering Adm. She also holds a second part-time student job in the same department. The department wants to continue her employment over the summer, however her Work Study job is set to end 5/5/2015.

How would you move her to an SPA Student role for the summer?

In this scenario you would Transfer the student via the **Hire an Employee ePAR** into a newly created SPA Student Assistant position or an existing vacant SPA Student Assistant position. If you need to create a new position, complete the **Add/Update Position ePAR** first.

This type of change cannot currently be accomplished though updating the existing position from the SPA Work Study job code to the SPA Student Assistant job code. A position update in this particular case would not carry forward all necessary information to the employee's Job Data Record (ie. Employee Group) and then the system will contain conflicting data.

What information should be reviewed in ConnectCarolina prior to starting an ePAR?

It is always recommended you review employee information before starting an ePAR. You can check the UNC Employee Information screen or the Additional Information icon button (in the Hire an Employee search return) for high level details. Complex users can review Job Data or the Multiple Job Summary links if the employee is employed in a department within their security.

What effective date(s) should be used?

Position: If you create a new position we recommend using the current effective date rather than a future effective date. **Hire:** In this example, since the Work Study position has an Expected Job End Date of 5/6/15, which means their last day on payroll would be 5/5, you would use an effective date of 5/6 on the transfer to avoid a break in service.

Is a Background Check or I-9 required?

A background check would be needed if the work involved sensitive data or populations. A I-9 is not required in this scenario because there is not a break in the student's service.

Does the HELP Desk need to be notified?

The HELP Desk would only need to be notified if Cyndi's current Secondary job needed to be changed to Primary or vice versa.

Scenario -

3

Dr. Michael Trainingham is currently Postdoctoral Research Fellow in the DES Nutritional Science. He recently applied for and accepted the DES Nutritional Science department's offer for a Regular Research Assistant Professor job effective 4/1/2015. His status will change from Temporary to Regular and he will become eligible for the Regular employee fringe benefits, but his pay will remain the same and it will continue to be paid from the same fund source he is currently paid from.

What steps should be taken to move Dr. Michael Trainingham to his Regular faculty appointment?

Submit a **Hire an Employee ePAR** to transfer the employee out of his Postdoctoral Research Fellow job into his new Research Assistant Professor job. Towards the bottom of the first page, DO NOT select the Non Compensation Job checkbox.

Selecting the Non-Compensation Job on the Hire ePAR will zero out the person's compensation and they will not get paid. This is different than on the Edit Existing Job ePAR where it simply skips the funding grid page when you do not wish to make any changes to the funding on existing job.