

HR/Payroll User Group Meeting

*Preparing for the New Year
(including Department Changes and Hires)*

July 22, 2015





Welcome

Anita Collins

ConnectCarolina

Change Management Lead

A woman is captured mid-dive underwater in clear, vibrant blue water. She is positioned diagonally from the upper left towards the lower right. Her body is streamlined, with arms extended forward and legs trailing behind. A large, dense cloud of white bubbles surrounds her, indicating the point of entry from the surface. The lighting is bright, highlighting the clarity of the water and the texture of the bubbles.

Deep dive topic for today:

**Preparing for
the New Year**

Topic	Presenter
Department Changes / Position Transfer / Security	Adam Beck
FTE Change	Adam
Return from Short Work Break	Corrie Mimms
Hires and Job Changes	Corrie
Other Updates: <ul style="list-style-type: none">•User Conference•Feedback on half day refresher training	Vicki Bradley



Department Changes / Position Transfer / Security

Adam Beck

*Interim Senior Director,
Classification & Compensation*

- New department numbers approved for Fiscal Year 2015/2016 are now in place and active
- When transferring positions between departments, you must complete the funding grid (even if there are no changes other than department number) or the budget table will not update
 - When transferring unpositioned employees between departments, remember to complete the funding grid as well
- The “losing” department initiates the transfer, so the receiving department will need to provide the new department number and the chartfield string



FTE Change

Adam Beck

*Interim Senior Director,
Classification & Compensation*

- Employees in positions with an annual salary (e.g., SPA Regular, EPA Non-Faculty)
 1. Enter position FTE change ePAR and allow it to execute
 2. Once the effective date of the position action has arrived, initiate the job data form (Pay Rate Change ePAR) using the same date as the position action
- Employees in positions with hourly rates (e.g., SPA Temporary, SPA Student)
 1. Enter position FTE change ePAR and allow it to execute
 - No Pay Rate Change ePAR is required

FTE Changes - Unpositioned Employees

- Employees not in positions (e.g., Faculty, PostDoc)
 - Enter job change ePAR, changing both the FTE and the salary, and allow it to execute

- Consider payroll lockout schedules and allow enough time for all forms to execute
 - Especially key for EPA employees, where there is not as much payroll lead time as SPA
- The system does not auto-calculate the new salary, so you will need to enter the correct amount
- Round salaries to the nearest whole dollar
- SPA effective dates should be the start of a work week (Monday)
 - Best practice for EPA is either a Monday or the first of the month



FTE Changes Demonstration



Return from Short Work Break

Corrie Mimms

Lead Employment Consultant

Return from Short Work Break Reminders

- A **Return from Work Break** action is required to restart pay
- Use the **Edit Existing Job** ePAR
 - Extend Expected Job End date, if necessary
 - Restart EPA Student Pay
 - **Action:** Return from Work Break; **Reason:** EPA Student Reappointment
- “Expected Job End Date” is the first day the student will be terminated or on short work break (not the last date worked)



Return from Short Work Break Reminders

- School/Division is responsible for processing a Return from Work Break action for EPA students on Short Work Break before the deadline on the August (M02) monthly payroll calendar
- ConnectCarolina will terminate any EPA students remaining on Short Work Break in mid-September 2015



Hires, Job Changes, and Compensation

Corrie Mimms

Lead Employment Consultant

- Always enter ePAR information from top to bottom, left to right
 - Clicking the **Edit Existing Job** checkbox before completing other fields on the Hire ePAR will cause errors on the Compensation page
- Compensation on Hire ePAR (Hire/Rehire/Transfer)
 - **Rule of thumb:** If the individual will be paid for the job, then always enter compensation and funding on the Compensation page of the ePAR.
 - Compensation does not pull in from the existing job. Therefore, if transferring non-positioned employee from one department to another, always enter the compensation and funding.
 - **Non-compensation job** checkbox: Only check this box when the individual will not be paid for the job they are being hired into.

Compensation and the Edit Existing Job ePAR

- When completing a Job Change action, if existing compensation and funding will remain the same, then check the box to indicate: **I do not wish to update compensation/funding on this action.**
 - Checkbox bypasses the Compensation page of the ePAR and maintains existing compensation and funding
- Clicking the **Previous** button from the Compensation page on the Hire or Edit Existing Job form removes the employee's existing compensation.
 - If you use the Previous button and then check the **I do not wish to update compensation/funding on this action** the employee's compensation will be wiped out.
 - **Workaround:** Put action On Hold and pick it back up, exit the ePAR and start action again, or re-enter Compensation before submitting.

Where can I find employee job information?

- **UNC Employee Information (HR WorkCenter)**
 - Department, Employee status, Regular/Temporary, FTE, Expected Job End Date, Primary/Secondary
- **Multiple Jobs Summary (HR WorkCenter)**
 - UNC Employee Information details plus UNC Long Title, Position Number, and Compensation
- **InfoPorte (infoporte.unc.edu)**



Other Updates

Vicki Bradley

*Director,
Office of Human Resources*

- Future Change: HR/Payroll Calendar Schedule
 - Currently, have the campus data entry deadline and the Payroll Lockout
 - Looking at changing to a single School/Division deadline
 - Actions must be originated and have all School/Division approvals
 - Will reduce actions from being routed for last minute approvals
- Continually examining business processes in ConnectCarolina
 - Central offices
 - Business Process Subcommittee of the HR Council
 - ConnectCarolina project team
 - Remedy tickets regarding enhancement requests
 - Engaging with Campus
 - User Group Meetings
 - Recent “The Most” meetings
 - Status Change
 - Lump Sum
 - Fund Swap

- Town Hall – Aug. 6
- User Conference – Oct. 21
 - Ideas / participation? Contact Debra Beller (debra_beller@unc.edu)
- Refresher training



Questions?



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

ConnectCarolina User Information

- Home
- Finance
- HR/Payroll
- Student
- Research
- Reporting
- Training
- Access
- User Groups
- System Help
- Issues/Fixes

Home



New Retroactive Funding Transfer Application Live

New tool allows retroactive salary source changes on payrolls paid since October 2014.
[Read more...](#)




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SPOTLIGHT

Issues/Fixes

Login to

Connect
CAROLINA


Help, step by step.
 Get detailed instructions on how to submit a help ticket for ConnectCarolina issues.

UPCOMING TRAINING


Check out the Training Schedule

RECENT NEWS

ConnectCarolina Retroactive Funding Transfer Application is Live!