HR Topic: Hire & Return from Short Work Break

June 24, 2015
What are the user group meetings?

Welcome

Anita Collins

Change Management Lead
What are the user group meetings?

- “Deep dives” into hot topics
- A chance to ask questions
- Open to anyone who uses ConnectCarolina
- Please encourage your coworkers to come
Deep dive topic for today:
Hiring &
Return from Short Work Break
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Anita</td>
<td>5 min</td>
</tr>
<tr>
<td>Return from Short Work Break</td>
<td>Megan</td>
<td>10 min</td>
</tr>
<tr>
<td>FY 2016 Department Changes</td>
<td>Megan</td>
<td>5 min</td>
</tr>
<tr>
<td>‘Most’ feedback – Hire ePAR</td>
<td>Corrie</td>
<td>20 min</td>
</tr>
<tr>
<td>What’s New in Training</td>
<td>Anita</td>
<td>5 min</td>
</tr>
<tr>
<td>Questions</td>
<td>All</td>
<td>15 min</td>
</tr>
</tbody>
</table>
Return from Short Work Break

Megan Keefe

ConnectCarolina
Senior Business Analyst and Team Lead,
HRIM
• Expected Job End Date Management
  – Required for EPA students
  – Should be the first day that the student will be terminated or on short work break (**not** the last date worked)
  – The “Expected Job End Date” report, available on InfoPorte, should be used to monitor Expected Job End Dates
  – Actions to Reappoint, place on Short Work Break, or Terminate must be processed PRIOR to the Expected Job End Date
• Expected Job End Date and Pay
  – Expected Job End Date does not stop pay automatically
  – A Termination or Short Work Break action must be processed to stop pay
  – A Return from Work Break action is required to restart pay
  – Actions to Reappoint, Terminate or place on Short Work Break must be entered prior to the Expected Job End Date

• Stipend Calculator
  – We strongly recommend using the Stipend Calculator, which is available on the Graduate School’s website: http://gradschool.unc.edu/funding/facultystaff.html
School/Division is responsible for processing a Return from Work Break action for EPA students on Short Work Break prior to the August (M02) monthly payroll data entry deadline (August 17, 2015)

ConnectCarolina will terminate any EPA students remaining on Short Work Break in mid-September 2015
A Return from Work Break action is required to re-start pay

You must add the Return from Work Break action on the Job Change ePAR

!! If you reappoint the student but do not select the Return from Work Break action the student will not be paid!!
FY 2016 Department Changes

Megan Keefe

ConnectCarolina
Senior Business Analyst and Team Lead,
HRIM
FY2016 Department Changes

• Department name changes
  – Completed in ConnectCarolina

• New departments
  – Setup complete, and are available in ConnectCarolina.
  – Level 2 workflow has been set up for the new departments.
  – Level 1 workflow (optional) will need to be requested for each user for the new department via an InfoPorte Access Request form.
FY2016 Department Changes

• Department inactivations
  – Reports of active data (jobs, positions, funding etc...) have been distributed to the School/Division HR Officers and MOU leads.
  
  – Departments will not be inactivated until after all active data has been cleaned up.
  
  – Project team will run periodic reports to check for active data on departments that are being inactivated, and will inactivate the departments as the data is cleaned up.
Actions for Departments

• Security for the new departments
  – New departments have been added to the Department Security tree based on organizational structure.
  – Reports listing who has access to the new departments will be distributed to the HR Officers in early July for sign off.
The Department Checklist

• **For New Departments, Transfers, or Modifications:** Access Request Forms
  – The Department Access Request Coordinator (ARC) must submit InfoPorte Access requests to setup ePAR Level 1 HR and Budget approvals, Student Approvals and Student Reviewers (optional).

• **Department Inactivations: HR / Payroll data**
  – The Department HR Representative must ensure that all data (Position, Job, Funding and Tenure data) is transferred to an active department by submitting the appropriate ePAR.

• **For Name Changes Only:** No action required.
Funding and Compensation on Transfer Actions

• When transferring an employee or position from one department to another you must update the funding information.

• This applies to Position transfer actions (Add/Update Position ePAR) and to Employee transfer actions (Hire ePAR).

• Never select the ‘Non Comp Job’ flag when using the Hire ePAR! This will wipe out the employee’s compensation and they will not be paid.
HR ‘Most’ Meeting-Hires May 27, 2015

Corrie Mimms

Lead Employment Consultant
About “The Most” Meetings

• Invited HR and Finance system users across campus who have done “The Most” of a type of transaction.
• To recognize achievement, but also to get feedback.
• The first HR meeting was for those who had done the most Hire actions, but it turned in to feedback on the system in general.
• We’d like to share some of the discussion and insights with you.
Contacts for Feedback

What if I have feedback I want to share?

- HR User Group Sessions
- HR Officers
  - Business Process Subcommittee
- Liaisons
  - Liaisons list is available on ccinfo.unc.edu
- Remedy / Help Ticket
Specific Topics Discussed

What’s Good in the System?

• Having EPA and SPA in one system
• The more you use it, it gets easier
• It can be easier than what we used to do
• 90% of it works well!
Add/Update Position ePAR

- Position Numbers are created in the system only after a new position request (ePAR) has been executed.
  - Use View an ePAR to look up Position Numbers
  - Recommendation: Use Excel spreadsheet to track ePAR numbers
- The Copy feature is only available after position is created.
- Student originators cannot use Copy feature.
- Reminder: SPA position numbers can be reused/recycled.
  - Use InfoPorte to identify vacant position numbers
- Position ePARs have too many approvals.
  - Student Approvals are optional
  - Recommendation: Review Approvals/Routing with HR Officers
Specific Topics Discussed

Hire ePAR

• Timing issues around approvals for secondary appointments.
• Departments have inadvertently terminated employees with a future dated Hire/Transfer.
  – Reminder: Old and new departments need to coordinate so there’s no break in service.
  – If there’s an issue, contact the Help Desk.
• Discussion around utilizing workflow.
  – Routing actions to other departments may help avoid exceeding 1.0 FTE.
  – Helpful to know if a student is graduating.
  – Helpful to know if an employee is transferring vs terminating.
• Retro and future-dated actions can cause LawLogix issues.
  – This is currently being looked into.
Edit Existing Job ePAR

• Would like to see Position Numbers in Search Results in order to easily identify which record to select.
  – We will see if this can be added.

• Work Break functionality for Work Study Students would be helpful.
  – Having been through one year, we are looking at ways to tweak our process to make it simpler and more effective for next year.
  – We will look at other employee groups that might benefit from this functionality.

• Supervisor/Reports To:
  – Reports To is on Position: Identified by Position Number
  – Supervisor is on Job: Identified by Empl ID
Specific Topics Discussed

Change Employment Status ePAR

- Auto-terminations
  - SPA Temporary and SPA Student
  - Alerts to departments and/or supervisors would be helpful
  - Reminder: Use the Expected End Date Report in InfoPorte
  - Reminder: Proactive communication with employees and supervisors to cut down on confusion

- SPA employees are logging hours after termination date.

- When does TIM get updated?
  - Actions that have executed by 3pm are imported to TIM every weekday at 5pm.
  - Exception: import runs early on the first Tuesday of the biweekly pay period. Actions that have been executed by 11am will be imported.
Specific Topics Discussed

Miscellaneous

• Issues with multiple windows open in the same browser.
  – Reminder: Only have one ePAR instance open in the same browser.

• Only 2 individuals can update Social Security Numbers.
  – Restricted because of access to sensitive data

• Limitations for Basic Users and Student Originators:
  – Limitations on the types of actions and employee groups
  – Limitations on what can be viewed
  – Recommendation: Work with Complex Users or anyone on the approval path

• Use UNC Employee Information link to see Status, Regular/Temp, FTE, Expected Job End Date.

• Use the Multiple Jobs Summary link to see all the jobs and positions held by an employee on one screen.
What’s NEW in Training

Anita Collins

Change Management Lead
What’s New in Training

Reorganized CBT page:

<table>
<thead>
<tr>
<th>HR Basic Originators</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Overview</td>
<td>23 min</td>
</tr>
<tr>
<td>Basic Originators 1: Understanding Employee Funding</td>
<td>15 min</td>
</tr>
<tr>
<td>Basic Originators 2: Entering Funding Swaps</td>
<td>18 min</td>
</tr>
<tr>
<td>Basic Originators 3: Adding or Updating Affiliates</td>
<td>15 min</td>
</tr>
<tr>
<td>Basic Originators 4: Making Lump Sum Payments</td>
<td>12 min</td>
</tr>
</tbody>
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<table>
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<th>HR Approvals</th>
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<th>Student Originators</th>
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<tr>
<td>Student Originators 1: Introduction to Student Actions and ePAR forms</td>
<td>15 min</td>
</tr>
<tr>
<td>Student Originators 2: Creating Student Positions</td>
<td>20 min</td>
</tr>
<tr>
<td>Student Originators 3: Hiring an SPA Student</td>
<td>17 min</td>
</tr>
</tbody>
</table>
What’s New in Training

HR Overview CBT:

NEW

HR Overview

Time to complete: 23 Minutes
Prerequisites: ConnectCarolina 101 CBTs
May 2015
What’s New in Training

New approver CBTs (more in the works):

<table>
<thead>
<tr>
<th>HR Approvals</th>
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<tbody>
<tr>
<td>Understanding Workflow and Viewing and Approving an ePAR</td>
<td>15 min</td>
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<tr>
<td>Approving the Position ePAR Form</td>
<td>10 min</td>
</tr>
<tr>
<td>Approving the Lump Sum ePAR Form</td>
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What’s New in Training

Updated and new Student Originator CBTs in the works:

<table>
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<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Originators 1: Introduction to Student Actions and ePAR forms</td>
<td>15 min</td>
<td>July</td>
</tr>
<tr>
<td>Student Originators 2: Creating Student Positions</td>
<td>20 min</td>
<td>July</td>
</tr>
<tr>
<td>Student Originators 3: Hiring an SPA Student</td>
<td>17 min</td>
<td>July</td>
</tr>
<tr>
<td>Student Originators 4: Hiring an EPA Student</td>
<td>27 min</td>
<td>July</td>
</tr>
<tr>
<td>Student Originators 5: Hiring a Student Into a Secondary Job</td>
<td>12 min</td>
<td>July</td>
</tr>
<tr>
<td>Student Originators 6: Transferring an SPA Student</td>
<td>18 min</td>
<td>July</td>
</tr>
<tr>
<td>Student Originators 7: Updating Job Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Originators 8: Change of Status</td>
<td></td>
<td></td>
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NEW
What’s New in Training

Updated and new guides:

• Updated guide for HR Representatives – more updates coming

• New guide for Student Approvers is in the final approval stages
Remember: there’s online help

Welcome to Online Help

We hope you find the Help you need in this online reference.

To find information on these pages, click on the books and pages on the left. When you click on a book or topic, the information comes up in this pane.

To move around inside this app, hover over the navigation buttons above. The tool tips will let you know what that button does.

Here are some other resources you might find helpful:

- UNC-Chapel Hill Human Resources
- UNC-Chapel Hill Finance Division
- ConnectCarolina Support Desk
- ConnectCarolina User Information
Finding the online help: In ConnectCarolina

Request Training Enrollment

ANITA COLLINS

Please choose one of the search methods below to find a course session.

- Search by Course Name
- Search by Course Number
- Search by Location
- Search by Date

Go To:
- Self Service
- Learning and Development
- Training Summary
- Professional Training
Finding the online help: On the Resources page of ccinfo
Please spread the word:

If you have a new Basic Originator, Student Originator or Approver in your school or division, encourage them to take the computer-based training as soon as they can.

➤ It speeds up processing their access requests.
Thank you for coming!