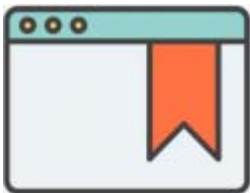


ConnectCarolina/InfoPorte Newsletter | January 17, 2018

Corrections

Thank you to our readers who caught a few errors, specifically the day for the Census Outage as well as two clarifications in the article on Salary Projections. We appreciate the feedback!

The ConnectCarolina Team



ConnectCarolina Link Is Moving

How do you get to ConnectCarolina? If you use the link at the top of www.unc.edu, you may want to consider bookmarking <https://connectcarolina.unc.edu>. An updated look for **unc.edu** is coming soon, and the new design focuses on sharing stories and photos. As part of the redesign, the link to ConnectCarolina is moving to the bottom of the page. This is a perfect time to type connectcarolina.unc.edu into your browser and bookmark it for easy access.

Vouchers and Purchase Reqs: New Timing for Budget Checking & When You See Them in InfoPorte

If you order from ePro (such as Staples or Fisher Scientific), create purchase requisitions, or submit vouchers, we have some information you need to know. **Effective February 1, 2018, purchase requisitions, vouchers and ePro orders will not be deducted from your budget or show up as expenses until the voucher, ePro purchase or purchase requisition has been completely approved.** This change applies to

- campus vouchers,
- eProcurement orders, and
- purchase requisitions.

Why are we making this change?

Currently, when you submit a voucher, the funds are reserved as soon as the voucher

passes budget check. But sometimes the voucher or purchase requisition isn't approved by your department, school/division, the Budget Office or OSR. When that occurs, it can require a lot of work and time to release the reserved funds. We are making this change to eliminate the work and delays associated with reversing these transactions and to ensure funds are encumbered correctly

Join the Webinar to Learn More

Want to know more about the changes and how they will affect your business operations? Join us for a webinar on Wednesday, **January 24** at **9:30 am**. *(Originally scheduled for January 18th but rescheduled due to weather.)* We'll walk through the current process, show you what the future process looks like and answer any questions you have.

To join the webinar on January 24, go to <https://www.anymeeting.com/374-233-118> or you can go to the home page of ccinfo.unc.edu and click the webinar link.



Census Outage on **Thursday**, January 25 from 5:00 pm–12:00 am

As part of the Spring 2018 census activities, there will be an outage of the Student Administration component of ConnectCarolina on Wednesday, January 25th, starting at 5:00 pm and ending around 12:00 am. Census is the official date the University reports enrollment.

Faculty, students and staff will **not** be able to access ConnectCarolina Student Center during this time.

Finance functions are **not** affected by this outage, but the Hire ePAR form for HR/Payroll is affected, as are some services related to Onyen, PID and Guest ID.

You can find the [list of affected ConnectCarolina applications](#) on ccinfo.unc.edu.



Updated and Improved: Reconciling Accounts Online Training

If you reconcile your department's accounts each month or know someone who does, take a look at the redesigned online training. The online training has been divided into three parts and now has information about using the Monthly Management Reports (these are the reports that give you a static snapshot of a month's transactions and balances).

You can access the training at ccinfo.unc.edu > **Training** > **Computer-Based Training** (onyen and password required). Scroll down to **InfoPorte Reporting** to see the titles or click the links below:

[Reconciling Transactions in InfoPorte Part 1: Overview](#)

[Reconciling Transactions in InfoPorte Part 2: Using the Monthly Management Reports](#)

[Reconciling Transactions in InfoPorte Part 3: Using the Transactions and Ledger Rollup Tabs](#)

Updates Mean Salary Projections Are Even More Accurate

Three recent enhancements mean salary projections are now more accurate, especially for faculty, post-doc trainees and clinical fellows:

1. **Job end date is no longer used** in calculating salary projections for **faculty including fixed term faculty**.
2. **Job end date is no longer used** in calculating projections for **post-doc trainees and clinical fellows** paid by stipend (accounts 568770 or 568780).
3. Salary projections on the PI Dashboard are now **grouped based on when the employee will be paid** (check date), not the dates the employee works (payroll period) **on the monthly breakdown section of the report**.

Want to Know More?

Look for a webinar that explains salary projections and gives you a chance to ask questions in early February. You can also learn more about how the salary projections are calculated changes by reading the [Salary Projections Reference Card](#).



2017 W-2 Is Now Available In ConnectCarolina

Your tax year 2017 W-2 form is now available for viewing via the SelfService menu on the ConnectCarolina home page. An advantage of accessing your W-2 form online is that you can print and use it sooner than the paper version issued in late January by Payroll Services.

In late January 2018, all employees will also receive a printed W-2 for tax year 2017. For details, see the [Jan. 12 memo](#) from Payroll Services.

Remember that 2-Step Verification is required for online W-2 access.

ConnectCarolina User Information Searches Powered by Google



Chances are you've searched for documentation on the ConnectCarolina User Information website (ccinfo.unc.edu), whether it was for a reference card or the latest webinar. Chances are also that you've been frustrated by the avalanche of information generated by your search. Searching just got a lot better on ccinfo.unc.edu, thanks to a new search engine powered by Google Search. The more we use it, the better it gets as it learns what types of documents are searched for most frequently. Give it a try!

If you can't find a document you know you've seen before, help us to help you by sending information about it to cc_communications@unc.edu.

REMINDER! New Feature: Reusable Templates for Vouchers

You can now create templates for the vouchers you create on a regular basis, such as student stipends or recurring payments. Starting with a template means you have fewer fields to fill in when creating these vouchers. One of the best features is that it is easy to create the template because you use the same process you use to create vouchers now. For instructions see [Working with Voucher Templates](#). If you missed it, you can also watch a recorded webinar (held 12/15/17) that covered creating and modifying templates: [Creating a Reusable Template for Campus Vouchers Webinar](#).

Know someone who needs to know more about ConnectCarolina?
Forward this newsletter and encourage them to subscribe. Thanks!

