NEWSLETTER

Connect CAROLINA INFOPORTE

New in HR: Seeing Attachments on Completed ePARs

We've heard from those of you who submit and approve electronic Personnel Action Requests, ePARs for short, that you would like to be able to see the documents attached to an ePAR even after the ePAR has been fully completed (that is, the ePAR is in "Executed" status). Going to the Job Data or Add/Update Position links has been the only way to see those documents since ConnectCarolina Finance and HR went live in 2014, but not everyone who submits or approves ePARs has access to those links.

Now, that's changed. You can now see the documents attached to ePARs even after the ePAR is complete. They'll still be available through the Job Data or Add/Update Position links, but you'll have another way to access them. This improvement doesn't change anything about how and when you attach documents to ePARs. When you're attaching documents to ePARs, remember to not attach anything that contains sensitive information, such as social security numbers.

A New Look for InfoPorte and an Upgraded Access Tool

If you use InfoPorte to do any of your work, you'll notice that it looks a bit different when you log in on Wednesday, August 14. During the system maintenance on Tuesday, August 13, the team is updating the background color and updating the buttons on the top right.

INFOPORTE   Home Inbox Finance HR Legacy Tools Cores Settings
                                                                              HR
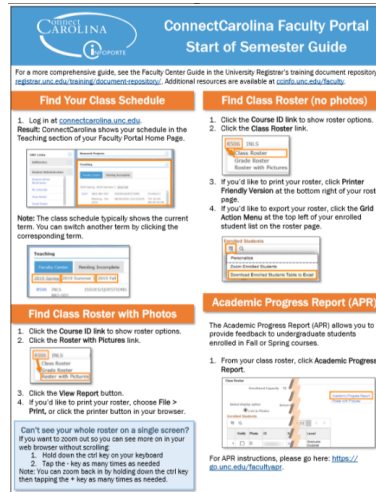
The SAS reports in InfoPorte are getting a facelift too and will have consistent colors across reports, in all areas (Finance, HR, and Student Administration). Though the system and the reports will look different, everything will work the

same way it does today, except the Access Request Tool that Access Request Coordinators (ARCs) use.

If you're an ARC, you've probably been waiting for this change. When we announced it earlier this summer, many of you wanted to know when the change was coming because it'll make entering access requests easier. The upgraded access tool will be available for all ARCs beginning on Friday, August 16. For a sneak peek at the upgraded tool, join us for a webinar on Tuesday, August 13 at 2:30 pm. You can join the webinar using this link: https://unc.zoom.us/j/876159375. If you're not able to join the live webinar, you can watch the recording when it's posted on CCinfo.unc.edu.

To implement these changes, InfoPorte will be unavailable from 5:30 p.m. to 8:30 p.m. on Tuesday, August 13.

Updated Quick Reference Guide for Faculty

Do you work with faculty? Maybe you're the "go-to" person in your department for ConnectCarolina questions? Here's something you, and they, may find helpful: **ConnectCarolina Faculty Portal Start of Semester Guide**. It's packed with useful information including how faculty can find their schedules and class rosters and, how to email one or all of the students in a class.

Click on the image to download the guide.

Countdown to Fall 2019 Census

As part of the Fall 2019 census activities, there will be an outage of the Student Administration component of ConnectCarolina on **Tuesday, September 3, starting at 5:00 p.m. and ending around 12:00 a.m.**

Census is the official date the University counts student enrollment to report to the UNC System Office.

Faculty, students and staff will NOT be able to access any ConnectCarolina Student Administration functionality during this time.

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

Click here to learn more about what systems are affected.