



## The Time is Now: Reconcile Fiscal Year 2018

Do you reconcile transactions online in InfoPorte (that is, do you mark them with a checkmark in InfoPorte)? If the answer is yes, be sure to finish reconciling Fiscal Year 2018 before **Wednesday, August 8, 2018**. Testing shows that the changes coming to financial reports in InfoPorte this summer will cause some of the “Reconciled” checkmarks in InfoPorte to be lost.

### HELPFUL TIP:

If you’re not able to wait until August to begin reconciling July’s transactions and you use the “Reconciled” checkmark in InfoPorte, you can export the transactions that you’ve reconciled to Excel. You’ll be able to see the Reconciled checkmark in Excel, so you can re-tag the transactions once the changes are in the system.

### Scheduled Outage

Making these report changes requires a complete outage of InfoPorte. We try to schedule outages when most people aren’t using the system. In this case, it will be the weekend of **August 10 – August 13, from 5:00 pm Friday through Monday at 7:00 am**.

You won’t be able to access InfoPorte reports during this time.

### Want More Information About What’s Changing?

For more information about what’s changing and to see before and after screenshots of the changes, go to [CCinfo.unc.edu/SingleSource](http://CCinfo.unc.edu/SingleSource).

## ConnectCarolina User Conference 2018 - Call for Proposals

The ConnectCarolina User Conference is seeking proposals for talks, workshops, and panel discussions on how people work in **ConnectCarolina, InfoPorte and the other systems integrated with ConnectCarolina**. Here’s a chance for you and your colleagues to showcase

your work experience, and share ideas or approaches to your day-day work.



If you have an idea in mind, please don't be shy, submit today! Go to the [ConnectCarolina User Conference webpage](#) and click the orange **Call for Proposals** button. From there, you will find tips for writing your proposal, ideas for different types of presentations, and contact info for questions. If you'd like to present but aren't sure how to proceed, we want to hear from you! Contact info for the track chairs for Finance, HR/Payroll, Student Administration, Research and Reporting is on the conference website. (There is also a General Interest track).

The Call for Proposals will be open for about 3 weeks. We'll send you reminders, but don't wait, submit today - **The call for proposals is open now!**

- ConnectCarolina User Conference
- October 18, 2018, 8:30 am - 4:30 pm
- Location: Student Union
- Registration opens in mid-September

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## P-Card Changes are Coming

Beginning August 16, the University's P-Card system will be replaced with **Works**, a system that offers greater flexibility and an upgraded reconciliation tool. A few key enhancements provided by Works:

- The ability to split the way transactions are funded by percentage or dollar amount
- Electronic receipt capture and retention
- Greater reporting capabilities

## Need More Information

The [Finance website](#) will have updates and links to all training, resource and policy documents. P-Card users will receive an email with detailed information about the new systems and training opportunities, including a webinar on August 1. For more information about roles, training and policy changes, review the finance [memo sent July 10](#).

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## Update Bookmarks for Searchable Help

Have you created a bookmark for the searchable online help? The online help is a set of step-by-step instructions for using ConnectCarolina that's available by from the **Help** link inside ConnectCarolina and also from the **Search ConnectCarolina Help** options on the ccinfo.unc.edu website. The link (or URL) for help changed recently, so if you bookmarked it, please update your bookmark.



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## Reminder: Central Leave Pool Effective July 1, 2018

Until recently, when employees left the University, the last department they worked in was responsible for paying out unused vacation and bonus leave, even if the employee had only been with the department a short time. That's recently changed.

On July 1, 2018, the University created a central pool to fund the payout of vacation and bonus leave when employees leave the University.

### Central Leave Pool Balances Payouts

The new pool for leave payouts makes it easier for departments to plan expenses because they pay for terminal leave payouts in steady and predictable increments, instead of large, unpredictable payments when employees leave. The central pool also balances the burden of leave payouts across departments. For example, if a long-term employee takes a position in a different department and retires shortly after, the new department no longer has to fund the entire payout.

Beginning with the July 6, 2018 paychecks, 1.2% of each source that funds the pay for SHRA and EHRA Non-Faculty leave-eligible employees will be charged to the central leave pool.

If the fund type is...	The fees roll up to account...
State	515000
F&A	500100
OSR	515000
Trust	500100

The charge will appear on **account code 516130**, though they will roll up to different buckets dependent on the fund type. It is important to note this **fee isn't coming out of your paycheck**. The fee is being charged to the chartfield that funds your pay.

**BE ON THE LOOKOUT:** If you see a unfamiliar new charge in InfoPorte, it's the **1.2% Central Leave Pool** fee. It looks similar to the Core Data and Transit fees currently in InfoPorte.

Trans Type	Trans ID	Reference 1	Reference 2	Amount
HR_PAYROLL	03-JUL-2018_1	799999999	PRL0468509_69	29.11
HR_PAYROLL	03-JUL-2018_1	799999900	PRL0468509_69	25.85
HR_PAYROLL	03-JUL-2018_1	799999961	PRL0468509_69	25.85
HR_PAYROLL	03-JUL-2018_1	799999972	PRL0468509_69	22.69



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