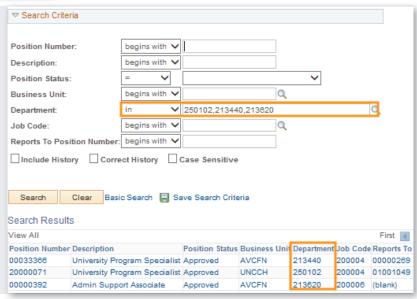
Connect

Tips & Tricks for HR Representatives

Search

IN Search Function

The IN search function allows you to search for multiple items at the same time. Choose **in** from the list box, and enter your search criteria separated by commas. For example, if you want to return search results for three specific departments, choose **in** from the list box, then enter the department IDs, separated by commas. The results will show all records associated with that department.



Sorting Search Results

Search results are returned in ascending order by the first primary search field, but you can sort these results in ascending or descending order, for any column, by clicking on the column header.

Search Reculto



Search results sorted by description *ascending*

View All					F	irst 1-100 of 300 Las
Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
00000273	Accountant	Approved	AVCFN	213420	200016	00053972
00000285	Accountant	Approved	AVCFN	213420	200016	00000271
00000628	Accountant	Approved	AVCFN	213610	200016	00000609
00000271	Accountant	Approved	UNCCH	200700	200016	01000639
00000463	Accountant	Approved	AVCFN	213440	200016	00000269
00003623	Accountant	Approved	SCMED	420102	200016	00057922
00000301	Accountant	Approved	VCRSC	621100	200016	00055999
00000350	Accountant	Approved	AVCFN	213430	200016	01001506
00000355	Accountant	Approved	AVCFN	213650	200016	01000204
00000046	Accountant	Approved	UNCCH	213440	200016	00000269
00000343	Accountant	Approved	AVCFN	213430	200016	01001506
00003760	Accountant	Approved	COLAS	319100	200016	00054811
00000269	Accounting Director	Approved	AVCFN	213440	200018	01000918



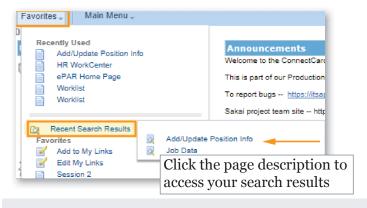
Save Search Criteria

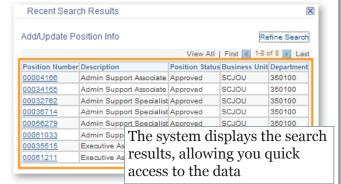
ConnectCarolina allows you to quickly access recent search results, and to save search criteria that you have entered.

Recent Search Results

Access recent search results by navigating to the Favorites menu and choosing Recent Search Results. From here, choose any search result performed in your current session.

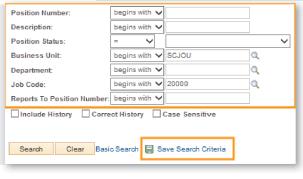






Saving Search Criteria

You might also want to save search criteria that you use frequently. After entering the search criteria, click on the Save Search Criteria link, then follow the prompts.



After you've saved and named your search criteria, access that saved search from the Use Saved Search list box.

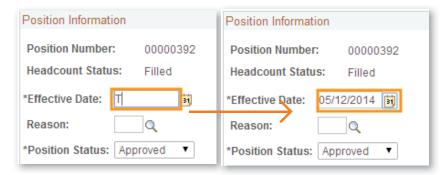
Recent search results and saved search criteria functionality is not available on the ePAR forms.

Position Number:	begins with 🗸		
escription:	begins with 🗸		
osition Status:	= 🗸		~
lusiness Unit:	begins with 🗸	SCJOU	Q
epartment:	begins with 🗸		Q
ob Code:	begins with 🗸	20000	Q
Reports To Position Number	begins with 🗸		
Include History Corn	ect History	Case Sensitive	

Reviewing Existing Information

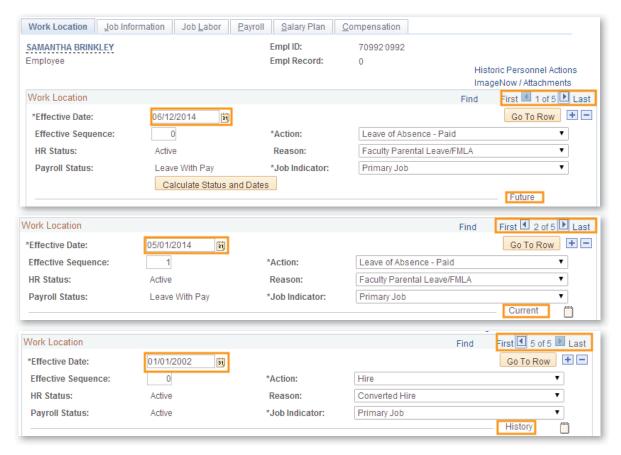
T for Date

In a date field, you can type the full date, or simply type the letter **t** and press the Tab key. ConnectCarolina fills in the date field with today's date.



Displaying Employment Information

ConnectCarolina displays the most current row of employment information. Past transactions are visible by marking the Include History check box on your initial search or by clicking on the Include History check box on the page. All transactions are displayed with a status based upon the effective date and current date. Records are added chronologically by effective date. The latest effective date will be the first record of information, even when the event takes place in the future.



Keyboard Shortcuts

Popular keyboard shortcuts* are available in ConnectCarolina include:

Ctrl + C - Copy

Ctrl + V - Paste

Ctrl + X - Cut

Alt + 1 – Save

Alt + **3** – Go to the next record in the search criteria list

Alt + **4** – Go to the previous record in the search criteria list

You can also hover your cursor over a button or icon to display its tool tip and keyboard shortcut.

Do Not Use Browser Back Button

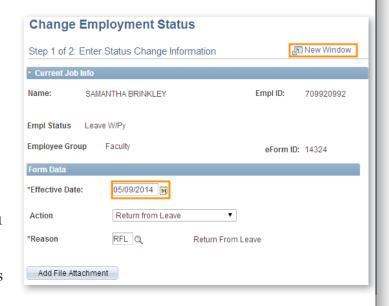
The ConnectCarolina system provides buttons, links, and tabs to help you find your way back to previous pages. Don't use your browser's Back button, because it may not take you to your desired location.



ePAR Best Practices

Within ConnectCarolina, you can open multiple windows at the same time to review other information. But within ePAR, work with only one request at a time.

For the Change Status ePAR, the effective date you choose represents the first day that a status is effective. For example if someone's last work day is Friday, May 10, then enter the effective date of Saturday, May 11. This means that starting at 12:01 AM on May 11, the person is no longer employed at the University. It is important that these dates are correct because they can impact the employee's compensation and benefits.



Navigation Bar

Displays the previous item in the search results list

Displays current and future effective dated items

Redisplays the Search page

Save Return to Search

Displays the next item in the search results list

↑ Previous in List ↓ Next in List Update/Display

Displays all rows of items: current, future, and historical

Include History

^{*} Mac users substitute Ctrl with Command