

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.

Search Criteria

Position Number: begins with

Description: begins with

Position Status: =

Business Unit: begins with

Department: in 250102,213440,213620

Job Code: begins with

Reports To Position Number: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

View All

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To	Position Number
00033366	University Program Specialist	Approved	AVCFN	213440	200004	00000269	
20000071	University Program Specialist	Approved	UNCCH	250102	200004	01001049	
00000392	Admin Support Associate	Approved	AVCFN	213620	200006	(blank)	

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 Results

Only the first 300 results can be displayed.

View All

First 1-100 of 300 Last

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To	Position Number
00000034	Public Comm Specialist	Approved	VCADV	250102	200067	01001049	
00000036	Executive Assistant	Approved	PRVST	501002	200008	00030465	
00000046	Accountant	Approved	UNCCH	213440	200016	00000269	
00000052	Admin Support Supervisor	Approved	UNCCH	213620	200009	(blank)	
00000057	Admin Support Associate	Approved	AVCFN	213620	200006	(blank)	
00000060	Admin Support Specialist	Approved	UNCCH	CNV9999999	200007	00061942	
00000061	Purchasing Specialist	Approved	AVCFP	211000	200000	01001824	
00000257	Conversion Job Code	Approved	VCCIO	CNV9999999	CNV999	(blank)	
00000259	Business Officer	Approved	VCRSC	621100	200023	01001574	
00000263	Accounting Technician	Approved	AVCFN	213200	200015	00000506	
00000268	Conversion Job Code	Approved	AVCFN	213440	CNV999	(blank)	
00000269	Accounting Director	Approved	AVCFN	213440	200018	01000918	

Search results sorted by description ascending

Search Results

Only the first 300 results can be displayed.

View All

First 1-100 of 300 Last

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	

Search results sorted by description *descending*

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
00000647	Vehicle/Equipment Operator	Approved	AVCFN	213664	200135	00059516
00003929	Vehicle/Equipment Operator	Approved	AVCFN	213660	200135	00059516
00003444	University Program Specialist	Approved	AIUBC	520500	200004	01001667
00000929	University Program Specialist	Approved	PRVST	541001	200004	01001190
00003718	University Program Specialist	Approved	COLAS	319000	200004	00010912
00003529	University Library Technician	Approved	LIBRY	550545	200062	01001703
00003786	Training Specialist	Approved	SCMED	420102	200071	01001461
00000588	Technology Support Technician	Approved	VCHMR	CNV9999999	200044	00001327
00000597	Technology Support Technician	Approved	UNCCH	260108	200044	00001327

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.

> Job Information > Job Data

Recent Search Results

Favorites Main Menu

Recently Used

- Add/Update Position Info
- HR WorkCenter
- ePAR Home Page
- Worklist

Recent Search Results

Favorites

- Add to My Links
- Edit My Links
- Session 2

Announcements

Welcome to the ConnectCarolina

This is part of our Production

To report bugs -- <https://itsa>

Sakai project team site -- <http>

Add/Update Position Info

Job Data

Click the page description to access your search results

Recent Search Results

Add/Update Position Info

Refine Search

View All First 1-8 of 8 Last

Position Number	Description	Position Status	Business Unit	Department
00004166	Admin Support Associate	Approved	SCJOU	350100
00034165	Admin Support Associate	Approved	SCJOU	350100
00032762	Admin Support Specialist	Approved	SCJOU	350100
00036714	Admin Support Specialist	Approved	SCJOU	350100
00056279	Admin Support Specialist	Approved	SCJOU	350100
00061033	Admin Support			
00035515	Executive As			
00061211	Executive As			

The system displays the search results, allowing you quick access to the data

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.

Position Number: begins with

Description: begins with

Position Status: =

Business Unit: begins with SCJOU

Department: begins with

Job Code: begins with 20000

Reports To Position Number: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

Search Criteria

Use Saved Search: Journalism search

Position Number: begins with

Description: begins with

Position Status: =

Business Unit: begins with SCJOU

Department: begins with

Job Code: begins with 20000

Reports To Position Number: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

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.

Position Information	
Position Number:	00000392
Headcount Status:	Filled
*Effective Date:	T
Reason:	
*Position Status:	Approved

Position Information	
Position Number:	00000392
Headcount Status:	Filled
*Effective Date:	05/12/2014
Reason:	
*Position Status:	Approved

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.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
SAMANTHA BRINKLEY Employee					
Empl ID:		70992 0992			
Empl Record:		0			
Historic Personnel Actions ImageNow / Attachments					
Find: First 1 of 5 Last					
Go To Row + -					
*Effective Date: 06/12/2014					
Effective Sequence: 0		*Action: Leave of Absence - Paid			
HR Status: Active		Reason: Faculty Parental Leave/FMLA			
Payroll Status: Leave With Pay		*Job Indicator: Primary Job			
Calculate Status and Dates					
Future					

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Find: First 2 of 5 Last					
Go To Row + -					
*Effective Date: 05/01/2014					
Effective Sequence: 1		*Action: Leave of Absence - Paid			
HR Status: Active		Reason: Faculty Parental Leave/FMLA			
Payroll Status: Leave With Pay		*Job Indicator: Primary Job			
Current					

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Find: First 5 of 5 Last					
Go To Row + -					
*Effective Date: 01/01/2002					
Effective Sequence: 0		*Action: Hire			
HR Status: Active		Reason: Converted Hire			
Payroll Status: Active		*Job Indicator: Primary Job			
History					

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

* *Mac users substitute Ctrl with Command*

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.

Change Employment Status

Step 1 of 2: Enter Status Change Information [New Window](#)

Current Job Info

Name: SAMANTHA BRINKLEY Empl ID: 709920992

Empl Status: Leave W/Py

Employee Group: Faculty eForm ID: 14324

Form Data

*Effective Date: 05/09/2014

Action: Return from Leave

*Reason: RFL Return From Leave

[Add File Attachment](#)

Navigation Bar

