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To: [ConnectCarolina HR TIPS](#)
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Subject: update for HR TIPS
Date: Friday, August 01, 2014 6:14:33 PM
Attachments: [HR Cohort 15 make up.pdf](#)

Hi HR TIPS,

So much is happening on the training front that I need to send you another update (please forward any information you think might be useful to system users in your area):

Training Starts for Many Next Week

Please ensure that all HR representatives and those who only do approvals understand when they need to be in training. Also remind basic actions users that if they are not involved in the Finance train-the-trainer-delivered sessions, they still may access the computer-based training, targeted to be available September 1.

Training Schedules on ccinfo.unc.edu

The training schedules have been posted to the ccinfo.unc.edu website:

<http://ccinfo.unc.edu/training/weekly-training-calendar/>

Make-Up Cohort Available if Needed

If someone in a cohort cannot make his or her assigned cohort, we do have a “makeup cohort,” which is labeled cohort 15 (schedule is attached). We only have 22 spots in this cohort, so please encourage HR reps to attend their assigned session when possible. If someone needs to attend the makeup cohort, please send their name, PID, and Onyen to Stephanie Ellis (sfellis@email.unc.edu), our training logistics coordinator.

Kenan Center for Some Sessions First Two Weeks of August

When the project date changed, some of the classrooms at the Center for School Leadership were booked when we needed them. So we have booked Kenan Center (by the Kenan-Flagler Business School) for two weeks in August. Only some of the training will be in Kenan—check your training schedules to see if any of yours are ([Training Schedules on SharePoint](#)). CSLD stands for “Center for School Leadership Development” (across the parking lot from the Friday Center) and Kenan stands for “Kenan Center” (at the Kenan-Flagler Business School).

A note about parking at Kenan: Kenan does not have free parking, so please plan to use alternate transportation for those training sessions. CSLD does have free parking.

HR Reps Don't Need to Take Separate Approvals Classes

HR representatives do not need to take a separate approvals class. They will receive training on approvals in their *ConnectCarolina Actions for HR Representatives* class. The Approvals class is only for those who approve actions (any type of action).

Please go ahead and send me the list of your approvers and which session they will be attending so I can get them into our training registration tool. This is particularly important for those of you who have approvals sessions in August. Also, if you can consolidate approvers so that we have a full class

of 20 and possibly eliminate some approval sessions, we would greatly appreciate it.

Important: All approvers need to take FERPA before coming to training. The instructions are repeated at the bottom of this message.

CBT Website Launched

Our first computer-based training (CBT) sessions are now available: GSHIP and ConnectCarolina 101 (actually two separate CBTs), with the Chartfields 101 CBT following this week. To access the all computer-based training, go to this page: <http://ccinfo.unc.edu/training/> Computer-based training that leads to system access is targeted to be available September 1.



Basic Users: Access Requested Through HR Officers

You may want to work with your Finance team members one more time to ensure that the appropriate people have been given access to the basic actions such as lump sum payments and funding swap actions. Any changes to HR system access forms previously submitted by HR Officers need to resubmitted by August 15 in order to ensure access is in place by go live.

We are working with Finance to get basic users trained, plus we are building computer-based training for basic users (including student actions, lump sum payments, funding swap forms, and the Affiliate form).

Important: All basic action originators need to take FERPA before coming to training. The instructions are repeated at the bottom of this message.

Thanks everyone for all you are doing!

Anita

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FERPA TRAINING INSTRUCTIONS

FERPA Training

All staff who need access to the HR/Payroll must complete FERPA training before their PeopleSoft ID will be activated. (FERPA is the acronym for the Family Educational Rights and Privacy Act of 1974, the federal law which governs the privacy of education records.) Since employee and student person data (name, biodemo data, address, etc.) is stored together in the system, we need to ensure that everyone knows how to comply with these federal regulations. For HR Representatives to have system access during training, you must complete online FERPA training by end of day

Monday, August 4th. (If you have already taken it, you do not need to take it again.) It takes approximately 30 minutes to complete. Here is a link to the training (when you click on it, you may want to print out the instructions for accessing the online FERPA training):

<http://registrar.unc.edu/academic-services/uncferpa/faculty/>

All staff must pass the FERPA training with a score of 100%. When you follow the instructions and get to the screen where you can see “FERPA Training” (on the left navigation bar), you may notice that you can also see a section called “FERPA Quiz”. If you click on this, you can see the results of any assessment you have taken. Once you complete an assessment, you can click on the blue “feedback” link to see the results of your assessment. If you answered all the questions correctly, then you are done. (Don’t worry if your “individual score” is not 100%...that is a weighted score across all the times you’ve taken the test.)

After passing the FERPA training, you will get a standard note congratulating you and asking you to work with your supervisor on determining the type of access you need in ConnectCarolina. This has already been done for you. Once you pass the test, you are good to go.

The FERPA training is made available via the Office of the Registrar. If you have questions about accessing the training, however, please contact the OHR Help Desk by calling 962-HELP (962-4357) or clicking [here](#) to submit an online Remedy Ticket.

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