From: Bryant, Kathy
To:

Subject: Dec. 1 -- HR/Payroll Daily Update
Date: Monday, December 01, 2014 4:07:23 PM

ConnectCarolina HR/Payroll Update

This update email is being sent to HR Officers, HR/Payroll TIPs and Campus Working Group members, and OHR staff. OHR will send these daily updates as needed through the go-live and immediate post go-live periods. **Please share with the ConnectCarolina HR/Payroll users in your school/division.**

ARP Issues:

- *We **strongly encourage** all HR offices to enter their ARP actions as soon as possible. We are consistently hearing reports that the data entry process is quite time-consuming. Please do not wait until the last minute to enter your actions.*
- As of this morning, here's where ARP actions stand. These are actions that had written to the system:
  - 444 faculty Job Change actions (23 percent of planned)
  - 622 EPA non-faculty Job Change actions (39 percent of planned)
  - 961 total Lump Sum actions (27 percent of planned)
- **From today's ARP call:**
  - After an ARP action has written to the system, can we then go in and use the Fund Swap form to make corrections to the funding sources, including future-dated rows? **Yes.** After the ARP-related action has executed, you can then go back and make corrections for 12/1 forward, using the Fund Swap form. However, you cannot execute a fund swap before the ARP action has written to the system.
- **Known issues and workarounds:**
  - Many originators have commented that **Job Change actions with future-dated funding grids** are taking a long time to enter. This is because all grids must be updated with the ARP information, and that can take significantly more time for employees with many funding sources and/or future-dated grids. You may want to discuss this with your Finance representative and consider the following workaround, which may save you some time:
    - First, make sure that the 12/01/2014 funding grid is updated with all of the correct funding sources for the ARP.
    - Then, in each of the future-dated funding grids, assign the entire amount of the ARP increase to the row that has the description of "EE - NC Suspense." This will allow you to complete the action without fully updating every line of every grid.
    - The result is that, in 2015, a funding swap form will need to be completed on anyone for whom this was done in order to redistribute the amounts in suspense. Since these future Fund Swap actions will need to be completed even without an ARP action, this workaround does not add any work.
  - Many originators are entering Lump Sum actions and placing them on hold so their Finance experts can review them before submitting. If originators are entering **multiple chartfield strings to create combo codes** for these actions, then the actions cannot be put on hold. This is because blank combo codes are seen as duplicates, and the form must be submitted for combo codes to be created. Lump Sum actions with one blank combo code, or none, can be put on hold.
- Make sure you validate your data entry and check for errors and typos before you submit. **If you realize you have made a mistake on a submitted action, you must submit a ticket and the correction will have to be made by the project team.**
- **ARP Assistance:**
  - We have a **daily ARP call** at 11:30 a.m. through the data entry period; this is an optional opportunity to ask

ARP questions of subject matter experts. The School/Division TIPs have the dial-in information.
- There will be two more **walk-in opportunities** this week for all users to get assistance with ARP actions if needed. Please take note of the following dates and times:
  - Tuesday, Dec. 2: 1:30-3 p.m., ITS Manning Room 2400
  - Wednesday, Dec. 3: 10:30-noon, ITS Manning Room 2400

Other Issues:

- Campus users who try to access **historical actions for employees who were terminated prior to conversion** (9/30/14 and before) or any information on those employees may find those are not viewable in ConnectCarolina. In most cases, this is because the employees could not be converted into valid ConnectCarolina departments due to changes in the department structure, so they were placed into a special "conversion" department. After EPAWeb is taken offline on Dec. 9, that information will not be accessible to campus users. However, central office users (OHR, APO, etc.) do have the ability to view data for these employees. Campus users should work with the appropriate central office area to get needed information. For general inquiries, HR Records in the Office of Human Resources can also assist.

Tips and Tricks:

- We wanted to provide information on what to do if you receive login errors while trying to access ConnectCarolina:
  - Try a second browser. Supported browsers are available here.
  - If you get errors in both browsers, wait a few minutes to see if the problem is a quick server glitch.
  - Try both browsers again.
  - If you still cannot access ConnectCarolina, please submit a help ticket.

Technical questions should be directed to the Business Systems Help Desk at 919-962-HELP, or submit a help ticket online at help.unc.edu (beginning Oct. 1, select ConnectCarolina > ConnectCarolina HR/Payroll > the appropriate area of concern). Your help ticket will be answered by a team dedicated to working on HR/Payroll questions and issues.

Functional, business process or other general questions – plus any tips you have to offer – can be added to the ConnectCarolina user discussion forums.

If you have questions or suggestions for content, email kathy_bryant@unc.edu.