

From: [Bryant, Kathy](#)
To:

Subject: Dec. 10 -- HR/Payroll Daily Update
Date: Wednesday, December 10, 2014 3:51:39 PM
Attachments: [ARP-paystub.pdf](#)



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:

- **Validation of ARP actions continues. If you are contacted by a central office for assistance, please make your response a priority.**
- The ARP retroactive lump sum payment will appear as a separate line item on the Dec. 23 monthly paystubs. A sample stub is attached to this email for your information.

Reminders:

- **HR Representatives have been advised to proceed expeditiously with non-ARP related HR actions that need to be effective in the M06 payroll.** All such actions must be submitted to the appropriate central offices and fully approved before 2 p.m. on Dec. 12 to be paid as part of M06.
- **NEW!** Today's 4 p.m. TIP call is the last scheduled TIP call.

Other Issues:

- **New! Requesting a Retroactive Journal Entry clarification:** The instructions currently state that "only one retroactive journal entry may be made per employee." The instructions will be revised to "only one employee per retroactive journal entry." This is to clarify that you will not be prevented from using the retroactive journal entry more than one time on an employee, if necessary.
- **New! Updating the funding source for a Mobile Communications Device (MCD) stipend:** Funding source changes for MCD payments can be requested by submitting a lump sum payment ePAR, using the correct payment type for the stipend and the new combo code/chartfield string to be charged. After the lump sum is submitted, please submit a help ticket to Payroll to notify them of the funding source change. Validation is done on the back end to ensure that the new MCD request replaces the old one, so that the stipend is not duplicated.

Upcoming Deadlines:

- The December HR/Payroll calendar has been updated and reflects the deadlines below. A revised copy is attached.
- Upcoming deadlines for B11:
 - Friday, Dec. 12 – payday
- Upcoming deadlines for B12:
 - **Wednesday, Dec. 10 – Campus data entry deadline**
 - **Friday, Dec. 12 at 2 p.m. – New hire data entry deadline, Central Office approval deadline, payroll lockout begins**
 - **Sunday, Dec. 14, 11:59 p.m. – TIM admin deadline (Payroll will automatically sign off on TIM at 12:01 a.m. Monday)**
 - Thursday, Dec 18 – Payroll lockout ends
 - Tuesday, Dec. 23 - Payday

- Upcoming deadlines for M06:
 - **Friday, Dec. 12 at 2 p.m. – Central Office approval deadline, payroll lockout begins**
 - Thursday, Dec 18 – Payroll lockout ends
 - Tuesday, Dec. 23 - Payday

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.