

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

Subject: Dec. 11 -- HR/Payroll Daily Update
Date: Thursday, December 11, 2014 4:18:03 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.

Updates and Information:

- **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!** Beginning next week, we will move to a **reduced schedule for the daily update emails.** We will send updates on Tuesdays and Thursdays, but of course we will send additional emails if needed.
- We hope to see you at the **Dec. 15 HR Rep/TIP meeting at 1 p.m. in Toy Lounge, Dey Hall.** Our HR subject matter experts will be offering a bountiful holiday feast of tips and tricks for your use. ☺

Other Issues:

- **NEW!** We've had several users who used the Update Existing Position function to abolish a position – when you do this, the position does not get inactivated by the system (it remains active). Instead, use the Inactivate an Existing Position option when abolishing a position.
- **REMINDER!** Users should **not** use Return from Work Break to reappoint graduate students, unless the student has previously been put on a work break. If you use Return from Work Break, the action will be recycled to you. Please use an action of Job Change and a reason of Reappointment.
- **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.
- **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:

- Upcoming deadlines for B11:
 - Friday, Dec. 12 – payday

- Upcoming deadlines for B12:
 - **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.