

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

Subject: Dec. 12 -- HR/Payroll Daily Update
Date: Friday, December 12, 2014 4:02:31 PM



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.**

Reminders:

- 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.

Topics and Issues:

- **REMINDER! Timing of Longevity Pay for SPA Employees:** As a reminder, longevity pay to be paid to eligible SPA employees is paid in the biweekly pay period that includes the first day of the month. In most cases, **this is usually NOT the first biweekly paycheck of the month**. For example, SPA employees who are eligible to receive longevity pay in December 2014 will receive their longevity payment on Dec. 23. This is because the biweekly paycheck dated Dec. 23 covers the biweekly pay period Dec. 1-14.
- 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.
- 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.

Upcoming Deadlines:

- Upcoming deadlines for B12:
 - **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:
 - 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.

