

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

Subject: Dec. 16 -- ConnectCarolina HR/Payroll Update
Date: Tuesday, December 16, 2014 9:31:11 PM
Attachments: [Jan15 calendar.pdf](#)
[Dec 14 full calendar.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.**

Scheduling Notes:

- This update email will be published today and Thursday this week, and then Tuesday, Dec. 23, will be the final email for 2014. We will take a fresh look at the schedule after the first of the year.
- A **revised HR/Payroll calendar for December** is attached to this email. It includes upcoming deadlines for B13 – **please review these carefully**; they are also included at the bottom of this email. The January 2015 calendar is also attached.

Top Issues:

- **NEW:** We are currently experiencing some issues with ePAR workflow. After submitting an ePAR, please go into “View an ePAR” and click on the link below the process visualizer to see who can work the form. If it comes up as “vacant” or does not have any names listed, please contact the help desk. The help desk will have to facilitate getting e-mail approvals for such actions. Tickets will be prioritized based on the payroll cycle being processed. There are a few different reasons for the workflow issues and we are working on resolving them. **Please note that there are very tight deadlines for approvals of actions before the holiday break, so we strongly encourage you to submit actions this week and check for workflow issues in the event that manual workarounds need to occur.**
- **NEW:** One of the major changes we emphasized as we moved to ConnectCarolina is that individuals who are active in the system will continue to be paid regardless of their Expected End Date. As we near the December break we wanted to remind you that EPA students, along with all other EPA employees with Expected End Dates in November and/or December, will be paid for the full month of December if they were not:
 - terminated via the Change of Status ePAR (with the termination action reflected in Job Data), OR
 - for EPA students, placed on short work break using the Edit Existing Job ePAR

We have seen instances yesterday where issues arose around this so we are advising schools/divisions to look at their employees proactively. If you find an employee who should have been either terminated or placed on a short work break for a paid job, take the following steps:

- Submit a critical help ticket immediately.
- Include the name and PID of the affected employee and the Empl Record of the job.
- Include whether the individual should be terminated or placed on a short work date
- Include the last day worked/paid through date, and the effective date of the termination or short work break (first day not paid).

- o Note in the ticket that the ticket needs to be routed to the ConnectCarolina HR Functional group ASAP.

While we cannot guarantee that we can resolve any situation, we will do our best to try to address any issues before Payroll confirms on Thursday.

If an employee needs to be **terminated from an unpaid job**, process a termination with the correct effective date using the Change of Status ePAR by December 31, 2014.

Upcoming Deadlines and Reminders:

- Upcoming deadlines for B12:
 - o Wednesday, Dec. 17 – Calculation run; Check register updated (Note: The B12 check register was not updated today as originally planned.)
 - o Thursday, Dec 18 – Payroll lockout ends
 - o Tuesday, Dec. 23 – Payday
- Upcoming deadlines for M06:
 - o Wednesday, Dec. 17 – Calculation run; Check register updated
 - Employees on bi-weekly and monthly payrolls will not show until late afternoon
 - **Any corrections should be submitted via remedy ticket on Wednesday**
 - o Thursday, Dec 18 – Payroll lockout ends
 - o Tuesday, Dec. 23 – Payday
- Upcoming deadlines for B13:
 - o **Monday, Dec. 22 (noon) – Campus data entry deadline**
 - o Tuesday, Dec. 23 – New hire data entry deadline
 - o Tuesday, Dec. 30 – B13 lockout starts (noon) (**Reminder: All actions must be approved all the way through all central offices by noon for the action to be in B13**)
 - o Monday, Jan. 5 – Calculation run; Check register updated
 - o Tuesday, Jan. 6 - Payroll lockout ends
 - o Friday, Jan. 9 – 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.