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To:

Subject: Dec. 2 -- HR/Payroll Daily Update
Date: Tuesday, December 02, 2014 10:51:46 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.**

ARP Issues:

- **The ARP data entry deadline is Monday, Dec. 8 at 5 p.m. Employee actions that are not entered by that deadline will result in the ARP not being paid to those employees on Dec. 23. We strongly encourage all HR offices to enter their ARP actions as soon as possible.**
- If you have questions or would like assistance, please plan to come to the final walk-in lab on Wednesday from 10:30-noon in ITS Manning Room 2400.
- Here are the statistics as of this morning. Since we are now **past the halfway point of the data entry period**, we hope to see these numbers begin to climb rapidly to at least keep pace with where we are in the data entry period. These are the actions that have written to the system:
 - 584 faculty job change actions (30 percent of planned)
 - 791 EPA non-faculty job change actions (49 percent of planned)
 - 1308 lump sum actions (37 percent of planned)
- **System Availability Update:** ConnectCarolina Finance and HR/Payroll system availability will be extended two hours per business day through Friday, Dec. 5, to support ARP efforts. Also, there will be no system downtime this weekend. The regular system availability times will be reinstated for business days beginning Monday, Dec. 8. Following is the schedule for the next week:
 - Monday-Friday, Dec. 1-5, from 7 a.m. – 9 p.m.
 - Saturday, Dec. 6, from 3 a.m. through midnight, Sunday, Dec. 7 (no system downtime)
 - Monday-Friday, Dec. 8-12 from 7 a.m. – 7 p.m. (revert to regular system hours)
- **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.

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:

- Remember that typing in combo codes rather than the full chartfield string on the ePAR forms can speed up data entry. **This could be especially helpful when entering a high volume of ARP actions.**
- 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.