

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

Subject: Dec. 4 -- HR/Payroll Daily Update
Date: Thursday, December 04, 2014 4:04:28 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.**

Upcoming Dates:

Both the HR/Payroll and Finance TIP meetings will take place **tomorrow, Friday, Dec. 5**, in Toy Lounge, Dey Hall.

- The HR TIP meeting is at 10-10:45 a.m.
- The Finance TIP meeting is at 11-11:45 a.m.

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.**
- Here are the statistics as of this morning. Since we are now **past the halfway point of the data entry period**, these numbers should begin to climb rapidly. These are the actions that have written to the system (it does not include actions on hold):
 - 1094 faculty job change actions (**56 percent** of planned)
 - 1410 EPA non-faculty job change actions (**87 percent** of planned)
 - 2365 lump sum actions (**67 percent** of planned)
- **System Availability Update:** ConnectCarolina Finance and HR/Payroll system availability will be extended two hours per business day through tomorrow 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.
 - Friday, Dec. 5, from 11 p.m. through Monday, Dec. 8, at 7 p.m.
 - Tuesday, Dec. 9, from 7 a.m. – 7 p.m. (revert to regular system hours)
- If you intend to complete your ARP actions over the weekend, remember that **you can work remotely using VPN** in ConnectCarolina. [Click here for more information.](#)
- **ARP Assistance:**
 - The **daily ARP call** at 11:30 a.m. will be held Friday, Dec. 5, and Monday, Dec. 8. The School/Division TIPs have the dial-in information.

Other Issues:

- **EPA Student reappointments for the spring semester:** The ePAR action defaults in as a Return from Short Work Break. Since the student has not been on a short work break (this process will not run until May 2015), the originator needs to override the default and use the Job Change action with the reason Reappointment, so the action will write

through to the system.

- Effective Jan. 1, 2015, there will no longer be a “Zero Base Rate with Intent to Pay = Yes” option for faculty to be paid by lump sum payments only. Going forward, all faculty must be hired with an FTE and base rate. In the future, we are planning to implement a “short work break” option for those who work as intermittent faculty; we will let you know when that functionality is ready. Lump sum payments are processed against the employee's primary job, unless the lump sum payment pertains to Clinical Pay or Summer School payments, which are processed against the applicable job.

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.