

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

Subject: Dec. 5 -- HR/Payroll Daily Update
Date: Friday, December 05, 2014 3:43:04 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.**
- Here are the statistics as of this morning. These are the actions that have written to the system (it does not include actions on hold):
 - 1240 faculty job change actions (**64 percent** of planned)
 - 1572 EPA non-faculty job change actions (**97 percent** of planned)
 - 2679 lump sum actions (**75 percent** of planned)
- InfoPorte has two methods that can be used to **review ARP actions**:
 - Go to HR>Reports>Action History and select the action reason "ARP."
 - Go to HR>Payroll>Earning Distribution and sort on the appropriate Earning Code to review ARP payroll records.
- **System Availability Update:** 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 last **daily ARP call** at 11:30 a.m. will be held Monday, Dec. 8. The School/Division TIPs have the dial-in information.

Tips and Tricks:

- A new release of InfoPorte was installed last night. There were several new fields added to the export function on the employee screen, in addition to other updates. As part of this release, developers tried to include many of the fields that were previously available for export from the HR Data Warehouse. If you have additional needs, please enter a ticket. The [What's New tab in InfoPorte](#) shows the latest releases.

Other Issues:

- **New! Requesting a Retroactive Journal Entry:** On Nov. 12, we communicated [instructions for entering retroactive](#)

[funding swaps in ConnectCarolina](#). While the retro functionality covers the majority of scenarios, the current design has limitations. The following charges cannot be retroed using an ePAR:

- Non-regular salary (longevity, overtime, fringe benefits only, shift differential, etc.)
- Charges incurred from Lump Sum payments
- Charges on a vacant position
- Charges for a period that have already been retroed (retro on a retro)
- Charges for hourly employees that hit suspense due to low budget in the Department Budget Table

Any necessary retros for these types of charges will be handled with a journal entry. A [Request Form for Retroactive Journal Entries](#) has been developed to assist campus with gathering the necessary information. These journal entries will have to be entered by a Finance Business Analyst.

To request a journal entry, submit a remedy ticket and attach the completed journal entry form.

- **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.