

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

Subject: Dec. 5 -- HR/Payroll Daily Update
Date: Monday, December 08, 2014 4:31:52 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:

- **Today at 5 p.m. is the deadline for all ARP actions to be entered. If you are contacted by a central office for assistance, please make it a priority.**
- 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.
- Funding end date is required when a project is being charged directly. You **cannot** remove the funding end date when the project is charged directly. You **can** remove the funding end date for cost share though. If the fund code begins in 252XX, DO NOT remove the funding end date.

Tips and Tricks:

- **NEW:** Historic document attachments from EPAWeb are now available from the ImageNow link on Job and Position data pages in ConnectCarolina (for Complex and Central Office users only). The document type for these is Historic EPAWeb Document.
- A new release of InfoPorte was installed last week. 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:

- **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 TableAny 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.

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 (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.