

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

Subject: Dec. 9 -- HR/Payroll Daily Update
Date: Tuesday, December 09, 2014 10:15:34 PM
Attachments: [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.**

ARP Issues:

- **Validation of ARP actions continues. If you are contacted by a central office for assistance, please make your response a priority.**
- Lump sum payments for approximately 120 employees have been charged to a grant that ended before 12/1/14. Manual updates will be made to replace the expired combo code with the home department's suspense combo code, since projects that ended before 12/1/14 cannot be charged for ARP. MOU leads have been contacted about individuals whose actions were sent to suspense.
- 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.

Reminder:

- **HR Representatives have been advised to proceed expeditiously with non-ARP related HR actions that need to be effective in the M06 payroll.** All such actions must be submitted to the appropriate central offices and fully approved by Dec. 12 to be paid as part of M06.

Upcoming Deadlines:

- The December HR/Payroll calendar has been updated and reflects the deadlines below. A revised copy is attached.
- Upcoming deadlines for B11:
 - Friday, Dec. 12 – payday
- Upcoming deadlines for B12:
 - **Wednesday, Dec. 10 – Campus data entry deadline**
 - **Friday, Dec. 12 at 2 p.m. – New hire data entry deadline, Central Office approval deadline, payroll lockout begins**
 - **Sunday, Dec. 14, 11:59 p.m. – TIM admin deadline (Payroll will automatically sign off on TIM at 12:01 a.m. Monday)**
 - Thursday, Dec 18 – Payroll lockout ends
 - Tuesday, Dec. 23 - Payday
- Upcoming deadlines for M06:
 - **Friday, Dec. 12 at 2 p.m. – Central Office approval deadline, payroll lockout begins**
 - Thursday, Dec 18 – Payroll lockout ends
 - Tuesday, Dec. 23 - 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.