

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

**Subject:** February 11 -- ConnectCarolina HR/Payroll Update  
**Date:** Wednesday, February 11, 2015 5:04:37 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 updates each week and as needed for the next several weeks. **Please share with the ConnectCarolina HR/Payroll users in your school/division.**

#### Upcoming Meetings and Events:

- Due to a scheduled maintenance outage, the **Hire form will be unavailable on Saturday, Feb. 14, from 3-10 a.m.**
- **ConnectCarolina HR/Payroll Liaison meeting scheduled:** Those designated as HR/Payroll liaisons are invited to attend the group's initial meeting:
  - **Tomorrow**, Thursday, Feb. 12, 9-10 a.m., AOB 1501-ALiaisons who were previously designated as TIPs are welcome to attend, but attendance is not required.
- **HR User Group meeting scheduled:** Please mark your calendars now for the first user group meeting focused on HR/Payroll:
  - Managing Student Actions: Feb. 25, 9-10 a.m., Toy Lounge, Dey Hall (*although the focus is on student actions, anyone who originates HR actions could benefit from discussion about the ePARs*)For more on upcoming meetings and topics, check the [User Groups](#) page of the CCIInfo website.

#### Top Issues/Updates:

- **User Group meeting presentation:** The inaugural ConnectCarolina user group meeting was very well attended and we hope it was helpful! The presentation from today's session [is available here](#) if you weren't able to attend. One section of the presentation focuses on encumbrances, for those of you particularly interested in that functionality.
- **NEW! Nightly inbox notification emails:** We recently scheduled the Nightly Inbox Notification email to run nightly again, but quickly received reports that the links were not working for many people. We have updated the email to fix the links, and everyone should now be able to access the pending actions as expected. Please contact the Business Systems Help Desk to report any ongoing issues.
- **NEW! Paycheck Support role:** Yesterday, HR Officers received a memo from University Controller Dennis Press announcing a ConnectCarolina role that allows access to individual employee paycheck information. Because of the sensitivity of the information, each HR Officer will designate a small number of HR representatives in each school/division for this role.
- **NEW!** We are aware that there are intermittent issues when users are resubmitting actions that they originated. We are looking into this.
- **NEW!** Earlier, we advised you of several issues occurring within workflow that caused actions to appear without approvers in the Process Visualizer. There were several reasons; most have been resolved. However, there continue to be intermittent issues with no reviewers/approvers appearing for student actions. While it is no longer necessary to check every action, we do recommend you continue to check student actions. After submitting an ePAR, you should go into "View ePAR" and click on the link below the Process Visualizer to see who could work the form. If it comes up as vacant or did not have any names listed, submit a Remedy ticket.
- **NEW!** If you have both an originator and approver role, you may experience occasional issues viewing ePARs you would typically have access to. We are working on this issue; please submit a Remedy ticket if you have this issue.
- **REMINDER: Supplemental Pay:** We have had a few examples this week where EPA employees with multiple jobs have had supplemental pay drop off when the primary department processed a Job Change action on the employee.
  - When processing a Job Change on the primary job for employees who receive supplemental pay for work in other departments, please do not make any changes to the supplemental pay without communicating with

the secondary department first.

- o When processing a Transfer action on the primary job using the Hire ePAR, please verify the existing compensation before completing the action. For employees who receive supplemental pay, the compensation will not pull in the employee's supplemental pay automatically. Please do not make any changes to the supplemental pay without communicating with the secondary department first.
- **Replacement W-2s** for those affected by the error with imputed income (announced last week) were available today.
- **REMINDER:** When using the **Non-compensation job** box on the Hire and Edit Existing Job forms:
  - o When the Non-compensation job box is checked on the **Hire form** it means the Compensation page will be bypassed, so compensation will default to 0.
  - o When the Non-compensation job box is checked on the **Edit Existing Job form** it means the Compensation page will be bypassed and existing compensation/funding will remain the same. It does not update the compensation to 0. Rather, the Non-compensation job box on this form keeps it from routing to budget approvers and writing an extra line to the Department Budget Table.
- **Submitting tickets:** Users should call the Help Desk when they have a problem. While users may have worked with a specific consultant or BA for another issue, any new issues **must** be submitted via a Remedy ticket, not by calling or emailing individuals directly. This is the fastest way to obtain assistance and allows the project team to be able to track issues to determine the scale of the impact to all users. **Please note that the Help Desk staff may reach out to you via email for more details or to request action on your part. Please respond promptly to any requests from the Help Desk so actions can be handled timely.**
- Past digests are available on the HR Community website under News, and on the CCInfo website under Issues/Fixes.

#### Tips and Tricks:

- **NEW! Speeding Up Access Requests:**
  - o Please be sure that the InfoPorte access form exactly matches the paper HR system access form. Access will not be granted if the two forms are different, and recycling that back for clarification will take extra time.
  - o You're probably aware that training is required for granting access to ConnectCarolina. A tip for speeding access requests along is to ensure that the person requesting access signs up for all applicable training beforehand.
    - Some training can be completed through CBT. This includes access for basic originators, student originators, and approvers on the HR side, and for those managing assets on the Finance side. Computer-based training is available here: <https://its.cloudapps.unc.edu/cccbt/>.
    - However, for HR representatives and those needing access to update person information—the training team will sign those people up when their access request is approved at the first level.
    - To see what training is required for which roles, refer to the list of role descriptions, available here: <http://ccinfo.unc.edu/access/access-roles/>.

#### Upcoming Deadlines and Reminders:

- Upcoming deadlines for B16:
  - o Friday, Feb. 13 at noon –Payroll lockout begins
  - o Tuesday, Feb. 17 – Payroll lockout ends
  - o Friday, Feb. 20 -- Payday
- Upcoming deadlines for M08:
  - o Friday, Feb. 13 – Campus data entry deadline

**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](http://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](mailto:kathy_bryant@unc.edu).*