

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

**Subject:** February 20 -- ConnectCarolina HR/Payroll Update  
**Date:** Friday, February 20, 2015 5:51:16 PM

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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:

- **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 CCInfo website.

#### Top Issues/Updates:

- **NEW! Workflow issue:** Workflow errors were introduced Friday; we are working to correct these and hope to have a fix early next week. This workflow error affects approvals and resubmission of actions that are on hold. The error states: "There has been a Pay Change. The action PAY must be used."
- **NEW!** Due to issues with the budget checking process, we have removed budget checking completely from the ePAR forms. Approvers will now see a status of "Not budget checked" on any ePARs submitted on or after 2/20/2015. If you experience any problems, please submit a ticket to the Business Systems Help Desk.
- **NEW!** If you have to put in a retroactive termination, check to see if the employee has any job data actions that post-date the termination. If this situation arises, users should go ahead and put in a Remedy ticket.
- **REMINDER!** Position inactivation dates need to be after the last pay period in which the employee will be paid (we are recommending start date of the next pay period). This continues to be an issue.
- **REMINDER!** When an originator or approver leaves your department/school/division, remember to submit the HR System Access form to revoke their access as needed.
- **REMINDER!** The Expected Job End Date follows the same logic as the effective date of the termination, in that it's the first day the individual will not be on payroll.
- Past digests are available on the HR Community website under News, and on the CCInfo website under Issues/Fixes.

#### Upcoming Deadlines and Reminders:

- Upcoming deadlines for B17:
  - Friday, Feb. 27 at noon – Payroll lockout begins
  - Tuesday, March 3 – Payroll lockout ends
  - Friday, March 6 -- Payday
- Upcoming deadlines for M08:
  - Tuesday, Feb. 24 – Payroll confirm/lockout ends
  - Friday, Feb. 27 -- 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](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).*