

CONNECT CAROLINA HR/PAYROLL UPDATE



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.**

Top Issues:

- **Paystubs were re-run for biweekly employees** late Friday morning. This should have corrected many of the problems reported on Friday. However, the issue with leave displaying incorrectly will take longer to fix, although the team is working hard to correct that. If employees report paystub problems to you, please have them submit a Remedy ticket.
- **Actions affecting Postdoc pay** are becoming stalled at Authorized. The project team is manually moving these actions to PeopleSoft and you do not need to submit a Remedy ticket.
- We continue to work on a fix for the **View an ePAR screen** where actions are not viewable correctly. Please continue to report any issues you experience with a Remedy ticket.

Upcoming Deadlines and Reminders:

- For Monthly 04 (pay date Oct. 31), all actions must be fully approved and executed (approved through to Payroll) **by 5 p.m. today** to be paid on Oct. 31. **If you have issues or problems with actions that must be paid as part of M04, please call 962-HELP to open a critical ticket.**
- For Biweekly 08 (pay date Oct. 31), **the final approval deadline has been moved to Thursday, Oct. 23, at 5 p.m.** This is due to Payroll continuing to refine their processes in ConnectCarolina. In addition, **please be sure to take TIM deadlines into account, as well as the ConnectCarolina deadlines.** *Note: We are working on a combined calendar that will include all deadlines for HR, TIM and Payroll. We hope this will be published later this week.*
- On **Thursday, Oct. 23**, we will hold a second **HR Rep meeting** to answer your questions. Please mark your calendars to attend: 9:30-10:30 a.m. in Hamilton 100. **Due to the Thursday meeting, we will not hold the HR/Payroll TIP meeting scheduled for Friday.** If there are particular areas where you have questions, please email kathy_bryant@unc.edu by Tuesday at 5 p.m.

Tips and Tricks

- A limited number of users in each school/division have access to update person information in Student Administration (formerly Campus Solutions) – the system of record for employee bio/demo data. Access to this information is limited because of the extremely sensitive nature

of the data. A list of users who have access to this functionality – which includes the ability to update name and personal information, including Social Security numbers – is posted on [HR Community](#). **Note:** *This role is designed to update employees who are not primarily students. Students should continue to update their bio/demo information through Student Admin.*

Important Reminders:

- When the ARP is processed, the project team will have to manually address employee actions between July 1, 2014, and when the ARP is processed. To minimize this work, please refrain from processing **any future-dated actions on EPA permanent employees** that affect compensation and go beyond the pay cycle currently being processed. **To clarify, this would include any actions affecting job data and would be processed on the following forms:** Hire (for transfers and promotions); Edit Existing Job; Change Employment Status (LOA actions); Add/Update Position (if the position has an incumbent). Please avoid future-dated actions for EPA employees using these ePARs if at all possible. We'll have a better sense of the time constraints around this request after the ARP instructions are issued by the Provost's Office.
- **Security update:** Because we saw a high volume of additional training completions last week, we adjusted the list to include all completions as of Friday afternoon. The final list of those who had not completed the training requirements at that time will be sent to HR Officers and the lead TIP for the school/division today and tonight, and will also be provided to ITS Security so accesses can be removed. After you receive that list, if you determine that any of those individuals **do need access** going forward, please provide the supplemental HR access request form to your ARC so they can submit it through the InfoPorte access request tool. **If anyone who had not finished training completes the requirements via CBT prior to their access being removed, please email hr@unc.edu with the employee's name, PID and school or division; we will do our best to maintain the user's access.**

Resources and Documentation: The ConnectCarolina training team is offering a series of **mobile labs** across campus for users: open-ended, drop-in sessions to ask ConnectCarolina experts anything. Find out more information about [when and where the labs are being held](#).

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.