

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

**Subject:** Corrected Version: January 16 -- ConnectCarolina HR/Payroll Update  
**Date:** Friday, January 16, 2015 1:55:59 PM

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**Updated to include one correction. Sorry for any confusion!**

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.**

**Top Issues/Updates:**

- **NEW:** Specifics about funding to be entered on ePAR forms should come from campus Finance representatives. For your awareness, here is information they are being provided about funding end dates:

**For OSR projects:**

1. The budget end date is used as the funding end date, not the award end date.
2. The funding end date can be changed on the ePAR to end earlier than the budget end date, but not later.
3. The funding end date field *cannot* be blank for projects used in combination with funds in the 252XX range.
4. The funding end date field *can* be blank for projects used in combination with funds NOT in the 252XX range (cost share).
5. The funding end date is not automatically updated on existing grids when the budget end date is extended in Finance. Action has to be taken to pull in the new funding end date.

**For non-projects (State, F&A, Trust):**

1. The funding end date is assumed to be 6/30/XX.
  2. The funding end date can be changed to end earlier than 6/30/XX, but not later.
  3. The funding end date field can be blank for non-projects, since it is assumed to be 6/30/XX.
- **NEW:** The Benefits Office is still testing the annual benefits base rate, which is used to calculate the premiums for the after-tax benefit plans (i.e., life insurance and supplemental disability). Because of this, premiums based on employee age have not yet been updated for 2015. We hope to have the testing completed and updates made in the January checks. Retro calculation of premiums will not be taken.
  - **NEW:** Going forward, users should select one of the four salary grade options (S1, S2, S3, S4) on the ConnectCarolina Add/Update Position ePAR when creating or updating work study positions. Each grade has an associated hourly pay rate range:
    - o S1 \$7.25-\$8.30
    - o S2 \$8.30-\$10.05
    - o S3 \$10.05-\$11.80
    - o S4 \$11.80-\$13.55

Users should select the grade that corresponds to the pay rate used for the position's posting. For questions regarding work study policies or postings, please contact the Office of Scholarships & Student Aid at [work-study@unc.edu](mailto:work-study@unc.edu). For questions regarding ConnectCarolina processes, please contact the Business Systems Help Desk at 962-HELP.

- **NEW: Retroactive Funding Swaps:** Users can now enter retros on monthly employees with effective dates between 9/1/14 and 9/30/14.
- **Reminder:** When you have a change in reports-to for a positioned employee, be sure to allow the position form to fully execute BEFORE initiating a job data form to change the TIM approver.
- **Reminder:** Return from Work Break is not a valid reason unless the employee is currently on a work break. To reappoint graduate student employees, you can use an action of Job Change and a reason of Reappointment.

- **Reminder:** Past digests are available on the HR Community website under News, and on the CCIInfo website under Issues/Fixes.

#### Upcoming Deadlines and Reminders:

- **Commitment Accounting:** Remember that a Quick Reference Card, Working with Budget Errors and Warnings, addresses fixing common budget errors and warnings when working with ePAR forms. Find it on the [Resources page](#).
- Upcoming deadlines for B14:
  - Tuesday, Jan. 20 – payroll lockout ends
  - Friday, Jan. 23 – payday
- Upcoming deadlines for M07:
  - Friday, Jan. 23 **by noon** – Central Office approvals deadline
  - Friday, Jan. 23 **at noon** – payroll lockout begins
  - Tuesday, Jan. 27 – payroll lockout ends
  - Friday, Jan. 30 -- 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](mailto:kathy_bryant@unc.edu).*

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