

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

**Subject:** January 22 -- ConnectCarolina HR/Payroll Update  
**Date:** Thursday, January 22, 2015 3:56:33 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.**

#### Outage Reminder:

- **Due to the ConnectCarolina outage for the spring census, the Hire ePAR will be unavailable from 5 p.m. through midnight tonight. Other ePARs will continue to be available.**

#### Top Issues/Updates:

- **NEW! User Group Meetings:** Be on the lookout for an invitation to our first ConnectCarolina User Group Meeting, targeted for early February. Open to anyone who uses ConnectCarolina, these meetings will provide “deep dive” information on topics of interest. The first meeting will be a combined meeting for HR and Finance users. In March we’ll begin holding targeted meetings, one on an HR topic and one on a Finance topic. The meetings are open to any ConnectCarolina users who have an interest in the topics being presented.
- **NEW! Newly Formed Group of Key ConnectCarolina Contacts:** We promised that the TIP role would end soon after go-live, but the role was so successful we’ve established a similar one going forward. This will be a key contact for any future ConnectCarolina activities and will help us ensure important information about ConnectCarolina reaches everyone who needs it. As part of that role, we are asking these liaisons to attend all user group meetings or to ensure someone from their school or division attend. Like the TIP role, there will be liaisons for HR and for Finance.
- **Terms of Use Policy:** E-mails to users who have not yet completed the attestation were sent last week. If users do not complete the Terms of Use action by Friday, January 23, at 5 p.m., their access to ConnectCarolina and other University administrative systems may be terminated. MOU Leads and HR Officers were sent a list of individuals in their school/division who had not yet completed the attestation. *A final email reminder will be sent tomorrow morning to users who have yet to accept Terms of Use.*
- **Reminder:** Vacation rollover to sick leave happened in TIM on Jan. 1 for active SPA and EPA permanent employees.
  - In the Jan. 23 paystubs for biweekly employees and Jan. 30 paystubs for monthly employees, the vacation hours that rolled over to sick leave will appear in the Vacation “Used This Cycle” box and will appear in the Sick “Earned This Cycle” box.
  - Vacation hours that rolled over to Sick on Jan. 1 will then appear in the Vacation “Used This Year” box in paystubs for the remainder of the 2015 calendar year.
  - Hours added to Sick from the Vacation rollover on Jan. 1 will then appear in the Sick “Earned This Year” box in paystubs for the remainder of the 2015 calendar year.
- **Reminder:** 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:**
  - 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.
  - 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://itsapps.unc.edu/ITSSelfStudy/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:

- **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](#).
- The monthly view HR/Payroll calendars for February and March, along with definitions of various terms, should be available early next week.
- Upcoming deadlines for B14:
  - Friday, Jan. 23 – payday
- Upcoming deadlines for B15:
  - Friday, Jan. 23 – Campus data entry deadline
  - Friday, Jan. 30 at noon – payroll lockout begins
  - Tuesday, Feb. 3 – payroll lockout ends
  - Friday, Feb. 6 – 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](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).*