

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

Subject: January 9 -- ConnectCarolina HR/Payroll Update
Date: Friday, January 09, 2015 11:56:50 AM
Attachments: [Jan15_calendar.pdf](#)



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 Wednesday and as needed for the next several weeks. **Please share with the ConnectCarolina HR/Payroll users in your school/division.**

Scheduling Notes:

- The January 2015 HR/Payroll calendar is attached.
- The Business Systems Help Desk has changed its hours to 8 a.m.-5 p.m. due to a reduced call volume after 5 p.m. Please note that this does not affect the availability of the IT Resource Center or 962-HELP, which has not changed.

Special Appreciation:

- Mike Mathews and Tonya Pope, our two campus-based Subject Matter Experts, have now officially ended their roles on the project team. All of us involved with ConnectCarolina HR/Payroll want to thank Tonya and Mike for their time, their commitment and their willingness to share their deep knowledge with all of us. It's been a pleasure to work with them to launch ConnectCarolina! In the future, if you have questions specific to faculty actions, please contact the Academic Personnel Office. If you have student questions, please contact the appropriate central office.

Top Issues/Updates:

- **NEW:** We have found that if an originator is terminated and some of their actions have not fully executed to the system, department approvers are experiencing problems. If this situation arises in your school/division, either submit a ticket to have the action manually pushed through, or withdraw the form and have another originator submit a new action.
- **NEW:** When doing a job change on an employee involves changing the Comp Rate Code, the originator must also adjust the Compensation Rate accordingly. The system does NOT do this automatically.

Vacation Rollover:

- 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.

Upcoming Deadlines and Reminders:

- Upcoming deadlines for B14:
 - Thursday, Jan. 15 **by noon** – Central Office approvals deadline
 - Thursday, Jan. 15 **at noon** – payroll lockout begins
 - Tuesday, Jan. 20 – payroll lockout ends
 - Friday, Jan. 23 – payday

- Upcoming deadlines for M07:
 - Thursday, Jan. 15 – Campus data entry deadline
 - 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.