

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

**Subject:** March 9 -- ConnectCarolina HR/Payroll Update  
**Date:** Monday, March 09, 2015 4:22:31 PM  
**Attachments:** [HR-Payroll calendars March-June 2015.pdf](#)

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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.**

#### Top Issues/Updates:

- **NEW! Effective dates on lump sum payments:** Due to ongoing issues with Lump Sum payments we STRONGLY recommend that the effective date of the Lump Sum payment be the first day of the pay period in which the payment will be paid out. There are several scenarios where if the effective date of the payment is in a prior pay period, the system will not process the payment and the employee will not be paid.
- **NEW! Temporary SPA position numbers:** Temporary SPA positions are created when a posting or waiver is approved in PeopleAdmin. If you need a temporary SPA position number created, contact Vickie Suggs at [vickie\\_suggs@unc.edu](mailto:vickie_suggs@unc.edu) or 919-962-0110.
- **NEW!** After the student-focused User Group meeting last week, we received reports that some units had entered the Expected End Date on the last day worked for their student employees, rather than the first day off payroll. We will reach out to the ConnectCarolina liaisons separately to see how widespread this issue may be and the best way to address it.
- **REMINDER! Terminate secondary jobs:** We have seen several cases recently where the primary job was terminated and secondary jobs that should also have been terminated were not.
- Past digests are available on the HR Community website under News, and on the CCIInfo website under Issues/Fixes.

#### Upcoming Deadlines and Reminders:

- HR/Payroll calendars for March-June 2015 are attached. We will provide the second half of the year as soon as possible.

**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) (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).*