From: Bryant, Kathy
To:

Subject: Nov. 17 -- HR/Payroll Daily Update
Date: Monday, November 17, 2014 11:27:35 AM

CONNECTCAROLINA 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.**

Important Note:

- There will be an **outage for Student Administration** on Tuesday, Nov. 18, from 5-11 p.m. During this time, no hire actions can be created, no new person data can be created and bio-demo information cannot be updated.

Top Issues:

- **NEW:** ARP funding spreadsheets are scheduled to be distributed today.
- We have received several reports of a technical error message being displayed on the **Edit Existing Job ePAR** (the error begins with "Negative number assigned to an unsigned field"). The technical team is working on resolving this error message. In the short term, if you get this error, please do not proceed with that ePAR and hold the action until further notice.
- We are aware that several areas are concerned about **SPA hourly student and temporary FTE assignments** causing salary funding to hit departmental suspense accounts. The project team is examining the issue to find the best solution, considering both feasibility and timing.
- **HRIS and EPAWeb** will be left up for view access through Dec. 9 to allow historical lookups through the ARP data entry period.

Tips and Tricks:

- **NEW:** The InfoPorte Reporting team is implementing new releases approximately every two weeks. Subscribe to the Reporting Newsletter to find out about new InfoPorte features and training opportunities. Past reporting updates are also archived at the link above.

Upcoming Deadlines and Reminders:

- Upcoming deadlines for B10:
  - **Monday, Nov. 17 – approval deadline at noon; payroll lockout begins at noon; TIM approval deadline 5 p.m**.
  - Friday, Nov. 21 – payroll lockout ends
  - Wednesday, Nov. 26 – payday
- Upcoming deadlines for M05:
  - **Monday, Nov. 17 – approval deadline at noon; payroll lockout begins at noon**
  - Friday, Nov. 21 – payroll lockout ends
  - Wednesday, Nov. 26 – 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.