From: Bryant, Kathy
To:

Subject: Nov. 18 -- HR/Payroll Daily Update
Date: Tuesday, November 18, 2014 6:14:17 PM

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.**

ARP Issues:

- **REMINDER: ARP salary worksheets are due Wednesday.**
- There were several questions raised on yesterday's TIP call about timing certain actions around the ARP. Here is the guidance we've received:
  - ***Overload payments to permanent EPA faculty:*** These can be done based on the need to have these payments made in December, but must be done by the M06 data entry deadline. They do not affect ARP processing because they have their own payment amount and source(s). Remember to take the salary guidelines into consideration.
  - ***Overload payments to temporary faculty:*** Since temporary EPA employees are not affected by the ARP processing, these can be done at any time; however, due to the sheer volume of actions anticipated during the ARP data entry period (Nov. 24-Dec. 8), please enter the actions outside that window if possible.
  - ***Reappointments for temporary faculty:*** Similar to above, temporary employees are not affected by ARP so these can be entered at any time; again, though, please try to enter these outside the ARP data entry window if at all possible (particularly if they do not have to be entered for M06).
- An updated version of the detailed ARP instructions will be sent out before the data entry period begins on Monday.
- **HRIS and EPAWeb** will be left up for view access through Dec. 9 to allow historical lookups through the ARP data entry period.

Other Issues:

- **REMINDER:** Pro-rata longevity lump sums must be entered before a termination action is processed.

Upcoming Deadlines and Reminders:

- Upcoming deadlines for B10:
  - **Friday, Nov. 21 – payroll lockout ends**
  - Wednesday, Nov. 26 – payday
- Upcoming deadlines for M05:
  - **Friday, Nov. 21 – payroll lockout ends**
  - Wednesday, Nov. 26 – payday
- Upcoming deadlines for B11:
  - Tuesday, Dec. 2 – campus data entry deadline; TIM Admin deadline
  - Friday, Dec. 5 – central office approval deadline at noon; payroll lockout begins at noon

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.