From: Bryant, Kathy
To:

Subject: Nov. 21 -- HR/Payroll Daily Update
Date: Friday, November 21, 2014 5:06:16 PM
Attachments: Dec 14 full calendar.pdf

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:

- **Planning ARP Work:** As you prepare for the ARP data entry period, we have some recommendations for you.
  - There will be a minimum of two transactions for every EPA employee who is getting an increase through the ARP; **plan for approximately 15 minutes per transaction** (for complex transactions involving many funding sources, it could take much longer – but this is an estimate for planning purposes).
  - Start early; **do not wait** to begin data entry.
  - Make sure you **validate your data entry and check for errors and typos before you submit**. Remember that workflow has been removed on ARP actions, so as soon as the action is entered, it will write to the system. Therefore, any changes after the action is entered will be difficult and time-consuming to address. However, it would still be wise to validate your data entry after submitting the action; you may find it helpful to note the ePAR number of each action so that they can be verified after submission.
- **ARP Assistance:**
  - We will have a **daily ARP call** at 11:30 a.m. beginning Monday, Nov. 24; this is an optional opportunity to ask ARP questions of subject matter experts. The School/Division TIPs have the dial-in information.
  - We are also planning several **walk-in opportunities** for all users to get assistance with ARP actions if needed. Please take note of the following dates and times:
    - Tuesday, Nov. 25: 1:30-3 p.m., ITS Manning Room 2400
    - Monday, Dec. 1: 1:30-3 p.m., ITS Manning Room 2400
    - Tuesday, Dec. 2: 1:30-3 p.m., ITS Manning Room 2400
    - Wednesday, Dec. 3: 10:30-noon, ITS Manning Room 2400
- 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:

- **December 2014 Deadline Calendar:** The December 2014 deadline calendar is available for your use. It's attached to this email, and is available on the HR Community website and the HR website.
- **NEW:** One frequent report request has been for **employee funding sources**. The funding report is now available on InfoPorte, and the project team is seeking feedback on whether this will provide the information you need. Find it here: InfoPorte> HR> Reports tab, then select *Funding* under Report Type. Please send any feedback to kathy_bryant@unc.edu.

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.