From: Bryant, Kathy
To:

Subject: Nov. 24 -- HR/Payroll Daily Update
Date: Monday, November 24, 2014 1:52:29 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:

- **Revised ARP data entry instructions** were sent to HR Officers on Saturday, Nov. 22. ***Please make sure you use the new instructions.***
- We identified an issue late Friday on the **Lump Sum ePAR**. If users enter **more than two decimal places** on a lump sum, the form will error out. Users can type in two numbers after the decimal (for example: 1000.00); the system will then add trailing zeros, which is fine. The problem comes if the user enters the additional zeros.
- **Questions** from today's ARP call:
  - For employees receiving ARP who have future-dated funding grids: Apply the increase to all future-dated grids but don't change dates. If you don't know the funding sources, apply the increase to suspense.
  - On the Lump Sum ePAR, the entry for "Originating Department" should be the department entering the payment.
  - There is no required order for the various actions. For example, users don't need to do the job change and see it execute before entering the lump sum action. They do not affect each other.
  - To print actions for internal review, try increasing the zoom in the browser to print a larger size. In IE, enlarging the screen zoom will enlarge the print job; in Firefox, you can change the print size in the print preview screen.
  - The project team is watching the queue and is seeing some job change actions get stalled at Authorized. They will contact individual users as needed for clarifications.
  - One user reported an error message: "Funding end date cannot be greater than fiscal year end date." If this is a cost share chartfield string, delete the funding end date.
- **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. through the data entry period; 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

Other Issues:

- **Reminder**: Complete the ePAR fields in order of top to bottom, left to right. This is especially important on the Hire form for a transfer from one position/job to another. If the Edit Existing Job box is checked before the other fields on the page have been completed, it can cause significant problems with compensation. In these cases, the Annual Salary field will not populate on the Compensation page of the form, preventing users from entering an annual compensation. If an annual rate already exists, then it will be wiped out when the form writes to the system.
- 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.