From: Bryant, Kathy
To:

Subject: Nov. 25 -- HR/Payroll Daily Update
Date: Tuesday, November 25, 2014 7:07:08 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.**

We will have the 11:30 a.m. ARP call on Wednesday, Nov. 26. There will not be a 4 p.m. TIP call on Wednesday.

ARP Issues:

- *We **strongly encourage** all HR offices to enter their ARP actions as soon as possible. We are consistently hearing reports that the data entry process is very time-consuming. Please do not wait until the last minute to enter your actions.*
- **Known issues and workarounds:**
  - Many originators have commented that **Job Change actions with future-dated funding grids** are taking a long time to enter. This is because all grids must be updated with the ARP information, and that can take significantly more time for employees with many funding sources and/or future-dated grids. You may want to discuss this with your finance representative and consider the following workaround, which may save you some time:
    - First, make sure that the 12/01/2014 funding grid is updated with all of the correct funding sources for the ARP.
    - Then, in each of the future-dated funding grids, assign the entire amount of the ARP increase to the row that has the description of "EE - NC Suspense." This will allow you to complete the action without fully updating every line of every grid.
    - The result is that, in 2015, a funding swap form will need to be completed on anyone for whom this was done in order to redistribute the amounts in suspense. Since these future Fund Swap actions will need to be completed even without an ARP action, this workaround does not add any work.
  - Many originators are entering Lump Sum actions and placing them on hold so their Finance experts can review them before submitting. If originators are entering **multiple chartfield strings to create combo codes** for these actions, then the actions cannot be put on hold. This is because blank combo codes are seen as duplicates, and the form must be submitted for combo codes to be created. Lump Sum actions with one blank combo code, or none, can be put on hold.
- **From today's ARP call:**
  - If you need to enter a ticket for an ARP issue, be sure to note that the ticket is for an ARP action. ARP-related tickets are being regularly reviewed.
  - To enter a cost share chartfield string: Enter the four required chartfields for the source of funds that is being *charged* (Fund, Source, Account, Department). On the same line, enter the three project costing chartfields (Business Unit PC, Project ID, Activity ID). Use the project ID that you need to *provide cost share for*.
- 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. **If you realize you have made a mistake on a submitted action, you must submit a ticket and the correction will have to be made by the project team.**

- **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:
    - 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.
- Reminder: Anyone trying to access ConnectCarolina must be using the UNC wired network or VPN. This includes users trying to access paystubs or register for OHR classes. For more information on VPN, click here.

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.

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