

From: [Kelly-Scholle, Janet](#)
To:
Subject: Paycheck Support Role
Date: Wednesday, February 11, 2015 9:23:27 AM

To: Business Managers
MOU Leads

For your information, the following memo was sent last night to HR Officers.

To: School/Division HR Officers and Secondary Contacts

From: Dennis Press, University Controller

There are situations in which administrative staff members in campus units need access to the information contained in an employee's paycheck. Employees often request assistance from administrative staff members in their campus units regarding the employee earnings, taxes, benefits, deductions, and net pay. Given these situations in which legitimate, business-related purposes exist for administrative staff members to access an employee's paycheck information, the Paycheck Support role has been created.

HR Officers may be authorized for the Paycheck Support role with the approval of his/her up-line management, the Director of Payroll Services, and the HR data steward or a delegate. HR Representatives may be authorized for the Paycheck Support role with the approval of their HR Officer, the Director of Payroll Services and the HR data steward or a delegate. HR Officers are asked to limit authorization for the Payroll Support role to HR Representatives as much as feasible based on their business-related needs. Given the sensitivity of the data, it is recommended that only 2 HR Representatives in each school / division be provided the role. It is recognized that larger units may require additional HR Representatives for the Paycheck Support role.

To request access for the Paycheck Support role, the [HR System Access Form](#) at https://infoporte.unc.edu/tools/data_dictionary_documents.php should be completed and submitted.

Once approval for the request is obtained, the individual in the Paycheck Support role may view paycheck information for employees in departments for which the individual has been granted PeopleSoft departmental security. The individual may access the paychecks by logging in to ConnectCarolina and using the following navigation:

HR / Payroll Menu —> [Payroll for North America](#) —> [Payroll Processing USA](#) —> Produce Payroll —> Review Self Service Paycheck

Paycheck information may be accessed for an individual employee by searching based on the EMPL

ID (i.e. PID) or by NAME.

If you have any questions on this issue, please contact Sally Lakomiak at slakomia@email.unc.edu or me at dennis_press@unc.edu. Thank you.