

From: [Bryant, Kathy](#)
To:

Subject: April 4 -- ConnectCarolina HR/Payroll Update
Date: Saturday, April 04, 2015 5:34:48 PM



Happy long weekend, everyone! Enjoy your time off.

This update email is being sent to HR Officers, HR/Payroll ConnectCarolina liaisons and Campus Working Group members, and OHR staff. OHR will send these updates each week and as needed for the next several weeks. **Please share with the ConnectCarolina HR/Payroll users in your school/division.**

Top Issues/Updates:

- **NEW! Mobile Communications Device (MCD) end dates:** MCD reimbursements are entered and changed using the Lump Sum ePAR. We have received questions about what date should be entered in the "End Date" field on the form. The end date on the lump sum is strictly for effort reporting and is not relevant for MCD payments. For the short term, please use the same dates for both start and end date as the form effective date. We will consider deleting those dates for MCD payments as a possible enhancement request. For more information on MCDs please see the [policy](#) and [procedure](#).
- **REMINDER: Future-dated FTE changes and associated pay rate changes:** Please see the information below. In any case where you have questions or concerns, please contact the Business Systems Help Desk for assistance.
 - **Position FTE changes:** For a future dated FTE change on a position, the department should wait until 1) the position FTE change has written to the system and 2) the effective date of the FTE change **before** starting the Edit Existing Job ePAR to change compensation. When the Edit Existing Job ePAR is started prior to the new FTE going into effect the ePAR will pull in the current FTE instead of the new FTE. This results in the **Annual Salary @ 1.0 FTE** rate being miscalculated on the ePAR **and** the FTE on the employee's Job Data Record being replaced with the old FTE once the ePAR executes. If waiting to start the ePAR will result in an over- or underpayment because of payroll deadlines, please contact the Business Systems Help Desk as soon as possible for guidance.
 - **Non-Positioned FTE changes:** Regardless of the effective date of the FTE change, the current compensation amount will pull into the ePAR and will not automatically adjust based on the new FTE entered. If the compensation needs to be changed you will need to enter the new amount and update the funding grid as appropriate. If a future dated FTE change has executed and you need to complete another Edit Existing Job ePAR on the employee prior to the effective date of the FTE change, the ePAR will pull in current FTE and compensation data regardless of the effective date of the ePAR (current or future).
 - For example, Jane's Job Data reflects she will be moving from 1.0 (@ \$50,000) to .5 FTE (@ \$25,000) effective 5/1. The department needs to change Jane's Supervisor and they start the Edit Existing Job ePAR on 4/1. Regardless of the effective date they enter for the Supervisor change (current or future) the Edit Existing Job ePAR will show Jane as being at 1.0 FTE with a pay rate of \$50,000. Therefore, when possible please wait until the effective date of the FTE change before starting another Edit Existing Job ePAR.
- **REMINDER: Leave situations for terminations:** For the terminating employees NOT transferring to another state agency, the HR Rep will process the Applied Termination for Vacation and Vacation Bonus in the timecard to pay out. For the terminating employees who ARE transferring to another state agency, the HR Rep will zero out the balances in TIM by doing a historical edit and check the box to impact accruals.
- **REMINDER:** Since the implementation of ConnectCarolina, we have encountered an increasing number of hire actions where the hire date precedes the background check return date. In such a case, the ePAR cannot be

processed. To ensure completion of the ePAR and compliance with University policy:

- Background checks must be completed *prior to* the date of hire entered on the ePAR.
- Background checks may be submitted for processing up to 90 days *prior to* the date of hire or appointment.
- **REMINDER:** Here are important reminders regarding the independent contractor background check process:
 - Background checks for independent contractors must be completed *prior to* services being provided unless the independent contractor assignment meets the criteria for exemption as stated in [Independent Contractor Procedure 708.1](#).
 - FAQs for the Independent Contractor background check process are included in [Independent Contractor Procedure 708.1](#).
- Past digests are available on the HR Community website under News, and on the CInfo website under Issues/Fixes.

Special Appreciation:

- **Adam Beck** from OHR/Classification and Compensation and **Corrie Mimms** from OHR/Employment and Staffing have now officially ended their roles as Subject Matter Experts on the project team. All of us involved with ConnectCarolina HR/Payroll want to thank Adam and Corrie for their time, their commitment and their willingness to share their deep knowledge with all of us. It's been a pleasure to work with them to launch ConnectCarolina! Lucky for all of us, while their official project roles have ended, they will continue to work closely with ConnectCarolina on an ongoing basis as OHR refines business processes and system functioning as a normal matter of course. So, while their roles are changing, they will continue to be part of the extended team!

Upcoming Deadlines:

- The calendars for March-June are available [online](#) (under Resources tab). Calendars for July-December will be added shortly. The calendars also include a list of definitions of key terms (such as payroll lockout). If you have questions or suggestions about these calendars, please email [Kathy Bryant](#).
- **B20:**
 - Tuesday, April 7: TIM Admin deadline
 - Friday, April 10, at noon: Central Office approval deadline/payroll lockout
 - Tuesday, April 14: Payroll confirm/lockout ends
 - Tuesday, April 14, 7-11 p.m.: CA lockout
- **M10:**
 - Thursday, April 16: Campus data entry deadline

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 (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.