

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

**Subject:** June 22 -- ConnectCarolina HR/Payroll Update  
**Date:** Monday, June 22, 2015 12:45:30 PM  
**Attachments:** [HR-Payroll\\_monthcal2.pdf](#)

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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.**

#### Upcoming Events:

- **Extra Commitment Accounting (CA) lockouts:** Due to activities required through fiscal year-end, HR/Payroll will need to have a CA lockout during the day immediately following Payroll Confirm (June 23 for B25 and June 25 for M12). Each of these lockouts is expected to last from 12:30-2 p.m. This is in addition to the regularly scheduled CA lockouts from 7-11 p.m. on those days.
- **Mark your calendars:** The next **HR/Payroll user group meeting** will be held Wednesday, June 24, from 9-10 a.m. in Toy Lounge, Dey Hall. The main topic will be Hiring and Short Work Break; there will also be discussion about FY16 department changes.
- **Partial System Outage:** There will be an outage on Thursday, June 25, from 5 p.m.-midnight, as part of the Summer II census activities. Faculty, students and staff will NOT be able to access ConnectCarolina student functions during this time. The Finance component is NOT affected by this outage. However, the Hire ePAR for HR/Payroll will not be available, as are some services related to Onyen, PID and Guest ID.
- Security verifications for Schools/Divisions are due to Rich Arnold by June 30. In early July, a verification of security for any new departments created for FY16 will be sent out to HR Officers.
- The ConnectCarolina survey will be available through July 3. Please provide your feedback on the system! [Click here to access the survey.](#)

#### Top Issues/Updates:

- When entering a **business phone number** as part of the bio/demo data on a Hire ePAR, we recommend entering a main office line if the number is not known. Please do not enter an invalid phone or TBD.
- SPA positions cannot have a **headcount greater than 1**. This includes SPA student, SPA temporary and SPA permanent positions. For TIM purposes there must only be a 1-to-1 relationship.
- In ConnectCarolina, SPA temporary and SPA student positions can be **reused/recycled** similar to SPA permanent positions. To obtain information on your department's existing vacant positions, use the Position tab in InfoPorte.
- **PAYROLL CALENDARS:** Payroll calendars through the end of 2015 are attached to this email and will be posted to the OHR website. Please note that TIM deadlines are only included through September. Updated TIM deadlines through the end of the calendar year will be added in the coming months.
- **DELAYED: Legacy system decommissioning:** To provide additional support during fiscal year-end, HRIS and EPAWeb will remain available through the end of FYE processing. A revised decommissioning date will be announced soon.
- **DEPARTMENT CLOSEOUT!** Schools/Divisions that are inactivating departments for FY16 have been given reports indicating active data (e.g., employees, positions, funding, etc.) in the ConnectCarolina HR/Payroll system that must be addressed. The project team will not process the department inactivation request until all active data has been moved off of the department. Schools/Divisions should be getting the old departments closed out as close to the end of this fiscal year as possible.
- **REMINDER:** When transferring an employee from one department to another using the Hire ePAR, you must update

the funding information to reflect the new department.

- **REMINDER!** Employees who will be given the Basic Originator, Student Originator, or Approver roles can take the CBTs on <http://ccinfo.unc.edu/> before their user access requests forms have been processed so that once approval is granted, they will have met their training requirements and their access can be activated. HR Officers should also look at the training schedule and reach out to the project change management team if they'd like to have any new HR Representatives take their required class while the access request is in process.
- **REMINDER!** Effective dates for abolishing positions must be an effective date beyond the pay period in which the employee will last receive pay, including severance pay.
- Past digests are available on the HR Community website under News, and on the CCInfo website under Issues/Fixes.

**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](http://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](mailto:kathy_bryant@unc.edu).*