

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

**Subject:** March 19 -- ConnectCarolina HR/Payroll Update  
**Date:** Friday, March 20, 2015 5:57:41 PM  
**Attachments:** [HR-Payroll monthcal.pdf](#)



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! Commitment Accounting (CA) Lockout:** Effective immediately, the HR/Payroll system will be locked out on each payroll confirm day from 7 p.m.-11 p.m. so a Commitment Accounting process can be run to ensure the correct distribution of payroll actuals. During this "CA lockout," no new ePARs can be originated or approved, and the link to the ePAR Home Page will be unavailable for both Finance and HR users. This is significantly different from the payroll lockout, when actions can be originated and approved, but are held at the Integration Broker until the lockout is lifted. The CA lockout dates have been added to the HR/Payroll calendars. (see attached). If you have questions, please contact Dennis Press at [dennis\\_press@unc.edu](mailto:dennis_press@unc.edu) or 919-962-7007.
- **NEW!** The CA Lockout is not the only change to the **HR/Payroll calendar** -- we've also added definitions of the various deadlines/events which occur during a pay cycle. Take a look!
  - As a reminder, please pay close attention to the HR/Payroll calendars. We are seeing cases where HR Representatives are asking for manual checks to be cut for employees even though actions were not entered by the data entry deadline!
  - When HR Representatives process an action occurring during a pay cycle, make sure that the check register looks correct a day or so after the Payroll **lockout** but before payroll **confirms**. If you see an error in a preliminary paycheck within 24 hours from when payroll confirms, submit a critical remedy ticket. If payroll has already confirmed when you spot an error, a normal (i.e., non-critical) remedy ticket should be submitted. Please do not send e-mails or leave voice mails in addition to submitting a remedy ticket. That just confuses the issue and causes people to spend time reconciling information coming in from the various sources. The best way to communicate a paycheck issue (or any issue) is simply through a remedy ticket.
- **NEW!** The OHR background check unit recently became aware of an issue with the current home address for individuals who used the new online background check candidate portal from Sept. 15, 2014 – Feb. 26, 2015. Instead of providing the current home address, the University's background check vendor provided previous addresses, which were subsequently entered into ConnectCarolina. Please note that not all individuals during this time frame had the incorrect data entered into ConnectCarolina.
  - The background check unit has updated the home address for affected individuals where appropriate in ConnectCarolina. If you have questions related to a home address for a background check candidate, contact Sabrina Lewis at (919) 962-2903 or [sabrina\\_lewis@unc.edu](mailto:sabrina_lewis@unc.edu).
  - During this process we discovered that a number of employees have a campus address in place of a home address. Since home address is used to send out critical communications (i.e. benefit cards, W-2s, 1099s), it is recommended that campus addresses are not used for a home address.
  - There are a number of different methods by which employee personal information can be entered/updated in ConnectCarolina, including employee self-service, the online directory, via central offices, and designated department representatives. It is critically important that personal information such as home/business/other address, phone number, and email address is entered accurately and in

the proper fields. A reminder to HR Representatives with the “Person Update” role that the only addresses they should update for an employee are the home and business addresses. The billing address (which applies to students) should **never** be updated by HR Representatives.

- **NEW! Retroactive Funding Transfer Application:** The Retroactive Funding Transfer Application launched this week. It allows schools, divisions and departments to make retroactive salary source changes on payrolls paid since the October 2014 go-live of Finance and HR/Payroll in ConnectCarolina. [Click here for details.](#)
- Past digests are available on the HR Community website under News, and on the CCInfo website under Issues/Fixes.

#### Upcoming Deadlines:

- As noted above, the HR/Payroll monthly view calendars have been updated to include the CA lockout information. The calendars for March-June are attached and are also 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](#).
- **B19:**
  - **Today**, Thursday, March 19: Campus data entry deadline
  - Tuesday, March 24: TIM Admin deadline
  - Thursday, March 26, at noon: Central Office approval deadline/payroll lockout
  - Monday, March 30: Payroll confirm/lockout ends
  - Monday, March 30, 7-11 p.m.: CA lockout
- **M09:**
  - Friday, March 20: TIM Admin deadline
  - Monday, March 23, at noon: Central Office approval deadline/payroll lockout
  - Wednesday, March 25: Payroll confirm/lockout ends
  - Wednesday, March 25, 7-11 p.m.: CA lockout

**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).*