

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

Subject: May 1 -- ConnectCarolina HR/Payroll Update
Date: Friday, May 01, 2015 6:11:52 PM



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:

- **REMINDER! Moving between employee and contingent worker positions:** To move an employee between employee status and contingent worker status, you must terminate the employee and perform a New Hire action. You cannot transfer an individual between EMP and CWR (or between CWR and EMP).
- **REMINDER! Transferring a position number to a different department:** When a position number is transferred to a different department, the funding grid must be completed. Otherwise, the distribution program charges the position to the new department's default chartfield string.
- **REMINDER! Short work break reminder:** We have seen some departments transferring a student into a new job while the student is on short work break without performing the return from work break action. To take action on a student, you must return them from the work break and then make the change.
 - In order to place an EPA Student on short work break, initiate the **Edit Existing Job** ePAR. The effective date should be the first day the student will be on the short work break. Be sure to extend the Expected Job End Date beyond when the student is expected to return. On the Finalize Form page, enter an action of Short Work Break and reason of EPA Student Short Work Break. Additionally, enter an action of Job Change and a reason of Reappointment for the change in Expected Job End Date. **Please note:** if the ePAR defaults with an Action of Return from Short Work Break, then remove it or change it to Short Work Break.
 - To return an EPA Student from Short Work Break, initiate the **Edit Existing Job** ePAR. The effective date will be the first day the student should begin receiving pay. Be sure to extend the Expected Job End Date, if appropriate. On the Finalize Form page, enter an action of Return from Short Work Break and a reason of EPA Student Reappointment.
- **REMINDER! Guidelines for Spring 2015 End-of-Semester Processing for EPA Students** [were distributed on April 14](#). Per those guidelines, School and Divisions will need to specify how EPA student employees with Expected Job End Dates in May should be handled. The ConnectCarolina Liaison and HR Officer for each school/division were sent a report of EPA students in their School/Division with Expected Job End Dates in May 2015. They are to indicate whether any of the students should be placed on short work break or terminated and, if so, the effective date of the action. The reports are due back to the ConnectCarolina project team by May 8. ConnectCarolina will process Termination or Short Work Break actions automatically based on the spreadsheet the school/divisions submits.
- **NEW! SPA student end-of-semester information** was sent to HR Officers earlier today. **This is the same information that was presented to the HR User Group on April 22.**
- **NEW!** A change was made to the FICA status of job codes 800172 (*Graduate Teaching Fellow*) and 800184 (*Instructional Assistant*) effective with the May payroll. [See memo here.](#)
- **CLARIFICATION! Fringe Projections:** In an [April 21 memo](#) to campus re fringe projections now available in InfoPorte, a suggestion was made that, "Individuals who manage sponsored projects for which the project end date is later than June 30, 2015, may use information on anticipated costs per month to calculate anticipated labor costs after that date." As a point of clarification, using "information on anticipated costs per month to calculate anticipated labor costs" should not be done for future months with three biweekly pay dates. Using a monthly rate would result

in two biweekly periods being un-projected and therefore unaccounted for. Users who manage sponsored projects and are projecting personnel encumbrances for several years should be aware of this caveat.

- Past digests are available on the HR Community website under News, and on the CCIInfo website under Issues/Fixes.

Upcoming Deadlines:

- The calendars for March-June are available [online](#) (under Resources tab). Calendars for July-December will be added shortly.

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.