

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

Subject: May 15 -- ConnectCarolina HR/Payroll Update
Date: Friday, May 15, 2015 5:31:43 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.**

Outages:

- **InfoPorte outage this weekend:** InfoPorte will be down from today at 6 p.m. through Sunday, May 15, at 1 p.m. for a system upgrade. On Monday, May 18, the latest version of InfoPorte will be available to campus.
- **Student Administration/Hire ePAR outage on Monday:** Student Administration will be offline on Monday, May 18, from 5 p.m. through approximately midnight as part of the Summer I census activities. During this outage, the Hire ePAR will also be unavailable.

Top Issues/Updates:

- **NEW! Legacy system decommissioning:** HRIS and EPAWeb will be taken down for good on June 15.
- **NEW! Timing of check register availability in InfoPorte:** Payroll has provided a handy guide on when prelim and finalized check registers can be viewed in InfoPorte. [Check it out here.](#)
- **REMINDER! Fiscal Year 2016 open:** FY 2016 information has been established in HR/Payroll. Users can now enter HR actions that include compensation and/or funding and are effective July 1, 2015, or later.
- **REMINDER! End-of-Semester Processing for EPA Students:** Schools and Divisions submitted spreadsheets specifying how EPA student employees with Expected Job End Dates in May would be handled (i.e., termination or short work break). These actions were loaded last night. Actions that were effective from May 1-14 will show in InfoPorte today; since InfoPorte updates nightly, actions effective May 15 or later will show in InfoPorte on the day after the effective date of the action.
- **REMINDER! Auto-term reminder for SPA Students and SPA Temps:** Departments are advised to monitor the Expected End Date for SPA temps and SPA students. If the employees aren't extended or terminated by the expected end date, they will be automatically terminated the day after the Expected End Date. If you do not want a SPA student or SPA temp to be auto-terminated, the Job Change ePAR must be fully processed prior to the Expected Job End Date.
- **DID YOU KNOW?** HR Reps can view Affiliate information in ConnectCarolina. Use the following navigation to view Affiliate information: HR/Payroll Menu > Workforce Administration > Affiliate Information > Affiliate Information.
- Past digests are available on the HR Community website under News, and on the CCInfo 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.