

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

Subject: May 26 -- ConnectCarolina HR/Payroll Update  
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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:

- **HR/Payroll user group meeting** will be held tomorrow, Wednesday, May 27, from 9-10 a.m. in Toy Lounge, Dey Hall. **Topics:** Affiliates, contingent workers, and the new performance management tool in InfoPorte.

#### Top Issues/Updates:

- **REMINDER! Legacy system decommissioning:** HRIS and EPAWeb will be taken down for good on June 15.
- **REMINDER! Short Work Break Details:** If an EPA graduate student is on a Short Work Break (will be continuing next year) but takes an SPA temporary job on campus this summer, please do not transfer the EPA student job. Instead, create an additional job. Transferring the EPA student job creates an SPA temporary position on a Short Work Break.
- **NEW! Updates to the reason codes on position ePARs:**
  - SPA addition:
    - SPA Shift Diff/Spcl Pay Change (for changing the settings for Emergency Call Back Pay, On Call Pay, or Shift Differential)
  - EPA N-F additions:
    - EPA Psn Summary Data Change (for making changes to EPA Position Summary, EPA Education Requirements, EPA Qualification and Experience Requirements, or EPA Position Principal Functions)
    - EPA N-F Subcategory Change (For changing the subcategory field)
    - EPA N-F Band/Level Change (For changing the band [salary admin plan] or level [grade] of a position)

The above are specific reason codes to replace "Position Data Update", which is no longer used on the forms for SPA Permanent or EPA N-F positions.

Also, a reason for Position Funding Change has been added to all position types, to be used to change funding amounts on a position with no other changes.

**REMINDER!** A position may have only one action which executes per effective date. For instance, if you create an SPA Student position with the wrong FTE, the FTE change ePAR must have an effective date after the position creation effective date.

- **NEW! Lump Sum "mid-stack" errors:** A bug fix was put in place last week to address an issue with certain lump sum payments that were not being paid correctly ('mid-stack' errors). A 'mid-stack' lump sum error will occur when the employee has multiple payments of the same type and one with a greater effective date than the effective date of your action has already posted to the system. This fix means that these lump sum payments will now be stuck at the Integration Broker and reviewed by the Business Systems Help Desk instead of posting automatically to the system. If you submit a lump sum payment that gets stuck at the IB due to a 'mid-stack' error, it will be recycled to you with a request to update the effective date of the action to ensure that it gets paid correctly.
- **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](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).*