

## It's Just Around the Corner – HR/Payroll Software Upgrade

ConnectCarolina keeps moving forward! The ConnectCarolina **HR/Payroll** system is moving to an upgraded software version in March. You may remember that the Student Administration application made the move in October, 2017, and the Finance upgrade will likely occur before the end of 2018. There are important security, accessibility and functional reasons for the upgrade but the look of the screens will be very similar to what you see now.

### You need to know...

#### **ConnectCarolina Outage:**

**Friday, March 2, 5:00 pm until Monday, March 5, 7:00 am**

During the weekend transition, all ConnectCarolina systems will be unavailable. Listing all of the specific system impacts here would require you to scroll (a lot). Your best bet for all things related to the HR/Payroll upgrade is to visit the [HR/Payroll Upgrade](#) page on CCInfo.

You cannot access W-2 forms during the outage. We realize that the ConnectCarolina outage occurs during tax preparation season so if you need the online version of your W-2 or your paystubs, please download them before 5:00 pm on Friday, March 2.

### You will notice a few changes...

- The HR/Payroll screens sport a slightly different look: muted colors, longer description fields, wider layout and some alignment changes.
- There are some changes that are specific to a person's role in the system and the screens that they can access. If you are affected by any of these changes, you will receive an email with more details.
- Human Resource Representatives will have access to funding information on jobs and position data pages.

[Learn More at the HR/Payroll Upgrade on CCInfo.unc.edu.](#)

## By Popular Demand: Quicker Access to TIM

Say goodbye to the KRONOS log-in screen. Before long, you won't need to enter your user name and password a second time when you click the TIM (Time Information Management) link in ConnectCarolina SelfService. The Single-Sign-On information you entered to get into ConnectCarolina will pass through to TIM. **Note:** You can still access TIM directly at [unctim.unc.edu](http://unctim.unc.edu).

## ConnectCarolina.unc.edu Page – New Look Coming Soon

The ConnectCarolina team is working to revamp the page you see when you type [connectcarolina.unc.edu](http://connectcarolina.unc.edu) into your browser (the one with the green buttons you use to log in to ConnectCarolina). You'll see the same links plus a few extra, and we think the page will be easier to use for those new to ConnectCarolina and for students' family members who only occasionally log in to ConnectCarolina. Here's a sneak peak of the work in progress.

## An Easier Way to Find Training Info for the Things You Do in ConnectCarolina

New pages on [CCInfo.unc.edu](http://CCInfo.unc.edu) now bring together, in one place, all the resources that are useful for a particular part of ConnectCarolina. Do you use ePro or make other types of purchases? There's a page for you. Are you an HR representative? There's a page for you too. You submit HR actions for students? Check. Make deposits? Check. On [ccinfo](http://ccinfo), click the HR & Payroll or Finance menu to see all of the new pages. Who knows, you may come across a quick start guide or online training session you never knew about.

## Lunches for the "Most-est"

The "Mosts" are the people who work in ConnectCarolina and enter the *most* of a specific type of transaction, such as a campus journal or an electronic personnel action request (ePAR), over a 12-month period. The "Most" lunches give the ConnectCarolina team a chance to recognize real hands-on users and also give the team an opportunity to learn from the attendees about what works and what can be improved in the system. Another happy offshoot of the lunches is the peer to peer sharing of tips and tricks.

The first in a series of "Most" Lunches was held on January 26 and recognized the employees who entered the highest number of campus journals during fiscal year 2016-2017. On February 16th we had a chance to sit down with the HR Representatives who entered the highest number of ePARs. At the Most lunches, the recognized invitees join Fran Dykstra, AVC for Enterprise Applications for a meal and share feedback including a wish list for future enhancements.

See if you recognize "Most" colleagues from your area:

**Most Campus Journals:** Adriana Shepherd (714), Gail Bryant (731), Krisha Ellis (734), Hala Hanna (812), Marisa Sears (911), Anita Goche (960), Robin Council (981), T Michael Harris (1,128), and Sarah Derber (1,738).

**Most ePARs (HR Reps):** Caitlin Webster (919), Blake Burklin (954), Gabriela Hernandez (979), Amy M Brann (982), Debra McLaughlin (1,044), Wendy Pender (1,111), Tonya Pope (1,112), Jaime Adams (1,232), Michelle Mohe (1,297), and Joe Ormond (1,354).

***Pictured:*** Megan Keefe, Business Systems Manager - WSEE-HR Information Mgmt; Fran Dykstra, AVC for Enterprise Applications; Joe Ormond, HR Specialist, School of Medicine-Anesthesiology.

Know someone who needs to know more about ConnectCarolina?  
Forward this newsletter and encourage them to subscribe. Thanks!