NEWSLETTER

Connect CAROLINA iNFOPORTE

August 29, 2018

Right Around the Corner: The ConnectCarolina User Conference

October 18, 2018

Making the connections

The ConnectCarolina User Conference is truly a conference for users by users. The Conference Planning Committee (which is comprised of staff from schools and divisions across campus, along with members of the ConnectCarolina team) is happy to announce that more than 50 sessions were submitted and nearly 70 of your colleagues will be presenting, moderating discussions, and conducting workshops at the all-day conference.

Examples of session topics for Finance, HR/Payroll, Student Administration, Reporting and Research, are available on the conference website.

We're nearly ready for you to register to save your spot. Due to the maximum capacity of the student union, the conference can only accommodate 600 participants so register early. We're planning to record sessions, and the recordings and presentation content will be available to all ConnectCarolina users in late October/early November.

The conference is free and lunch is provided. When you register for the conference you will choose five sessions to attend and between sessions, you can connect with colleagues or stop at Expo tables. The conference is located in the Student Union and a few surrounding buildings and is scheduled from 8:30 a.m. to 4:30 p.m. on Thursday, October 18th.

Things to Know Now

- **Registration opens** on September 19th. We'll send a note to newsletter subscribers and make an announcement on the ccinfo.unc.edu website when registration is open.

- The **ConnectCarolina User Conference website** will be updated frequently so check back for the latest information and a live link to registration.
- **We are using an Event App** to make sure that attendees receive up-to-the-minute conference information throughout the day. More information on the app will be available when you register.
- **We need volunteers!** It's a BIG event so volunteers make a BIG difference. A variety of volunteer roles and shifts are available so you can volunteer for a few hours, or the whole day. Click the button below for more information on volunteering for the Conference.

INFORMATION ON VOLUNTEER OPPORTUNITIES

Looking Back and Moving Forward

The ConnectCarolina Year End Review is now available! Here is a number that may astound you: 8,000,000. That's the number of ConnectCarolina log-ins over the last year.

Over 46,000 undergraduate applications were processed and more than 430,000 paychecks were issued and these numbers just scratch the surface.

ConnectCarolina Year End Review

To learn more about the work the ConnectCarolina team supported during the 2017-2018 academic year, head over to CCinfo.unc.edu to review the 2017-2018 Connect-Carolina Year-End Review. The report highlights the most significant improvements and successes during the last year.

It's Time to Count Off

As part of the Fall 2018 census activities, there will be an outage of the Student Administration component of ConnectCarolina on Wednesday, September 5th, starting at 5:00 p.m. and ending around 12:00 a.m. Census is the official date the University reports enrollment.

Faculty, students and staff will NOT be able to access any ConnectCarolina Student Administration functionality during this time.

Finance functions are NOT affected by this outage, but the ePAR hire form for HR/Payroll is affected, as are some services related to Onyen, PID and Guest ID.

Click here to learn more about what systems are affected.

Updated: Online Training for Finance Reporting and Reconciling

Earlier this month, the ConnectCarolina team changed the InfoPorte reports to pull all expenses and revenue from the General Ledger (GL) Actuals ledger. This change means we now have a single source for our actuals: The GL Actuals ledger, the University's "book of record." Take a look at the updated training to understand more about the ledgers, how to find transactions in InfoPorte and how to reconcile your department's transactions.

You can access the training at ccinfo.unc.edu > Training > Computer-Based Training (you'll need to log in with your Onyen and password). Scroll down to InfoPorte Reporting to access the training or click these links:

Finance Reports 1: Understanding Ledgers

Finance Reports 2: Finding Budget Balances

Finance Reports 3: Finding Transactions – Part 1

Finance Reports 4: Finding Transactions – Part 2

Reconciling Transactions in InfoPorte Part 1: Overview

Reconciling Transactions in InfoPorte Part 2: Using the Monthly Management Reports

Reconciling Transactions in InfoPorte Part 3: Using the Transactions and Ledger Rollups Tabs

Improvements Make Two HR Reports Easier to Use

If you run the Affiliates Report or the Expected End Date Report on the HR side of InfoPorte, you may have noticed they look a little different than they used to. Changes to these reports were effective on Thursday, August 16.

Choose Multiple Affiliates at a Time on the Affiliates Report

Overall the **Affiliates Report** works the same way it always has, but you'll notice it looks a little different because the filters have been rearranged. This change was made to accommodate a new option that lets you select multiple types of affiliates at one time.

See Both Primary and Secondary Jobs on the Expected End Date Report

In the past, the **Expected End Date Report** showed only primary jobs when you first opened it. Now when you open this report, your results show both primary and secondary jobs. Also, at the top of the report, the filter on the far right was originally labeled "P" (for "Primary"), and the filter choices were P and S (for "Secondary"). Now, the filter is labeled "**Job Indicator,"** and the filter choices are **Primary** and **Secondary**.

One last change you'll notice is that if you choose the **Clear Filter** option, your results show both primary and secondary jobs.

Stronger Security For Your UNC Accounts

It's not really a ConnectCarolina thing, but since this change affects everyone who uses ConnectCarolina, we want to remind you that later this fall, 2-Step Verification for Office 365 will be required to access applications such as SharePoint and Heelmail. One more important bit of information is that the Office 365 2-Step process is separate from the Duo 2-Step verification that you currently use to access ConnectCarolina administrative functions, your W-2 and VPN. Learn more by visiting help.unc.edu/mfa.

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