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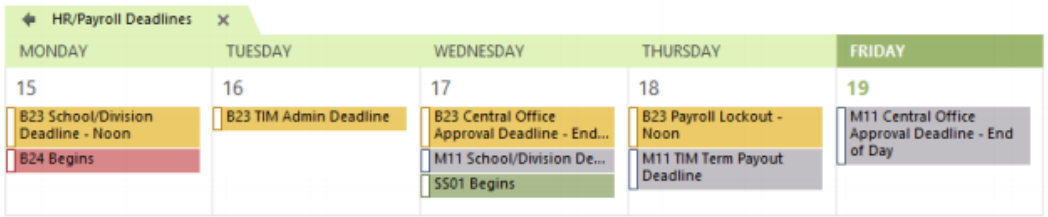
NEWSLETTER

January 17, 2019

Combine Your Personal Outlook Calendar with the Payroll Deadline Calendar

Payroll Lockouts, TIM Term Payout Deadlines, School/Division Deadlines, Central Office Approval Deadlines. If these dates on the University's Payroll Calendar are important to your work, **read on.**

Did you know that you can pull the Payroll Deadline calendar into your Outlook calendar and view it side-by-side or as an overlay on your personal calendar? A key benefit to combining your calendars is staying up-to-date. If a deadline changes, it is automatically updated on your calendar, so you will always see the most current payroll deadline dates.



You can find the "HR/Payroll Deadline" Calendar in the UNC Address Book in Outlook. Click **here** for step-by-step instructions.

Spring 2019 Census | Wednesday, January 23 | 5 pm until Midnight

As part of the Spring 2019 census activities, there will be an outage of the Student Administration component of ConnectCarolina on Wednesday, January 23, starting at 5:00 p.m. and ending around 12:00 a.m. Census is the official date the University reports enrollment.

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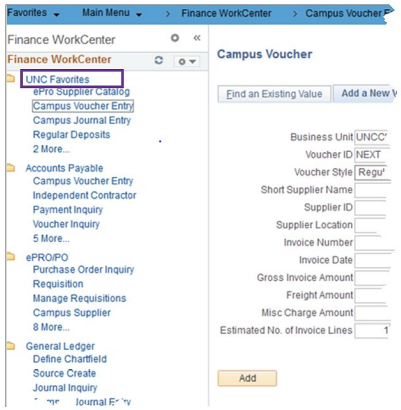
Faculty, students and staff will NOT be able to access any ConnectCarolina Student Administration functionality during this time.

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 the systems that will be affected.

Skip the Menu and Go Directly to the WorkCenters



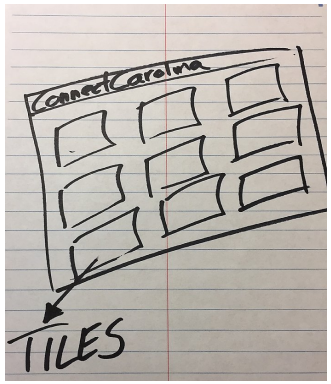
Save a few clicks here and a few there and they start to add up. ConnectCarolina Finance, HR and Student Administration WorkCenters now give you an easy way to move from one page to another. If you are still using Main Menu Navigation to access, for example, Finance screens, give the Finance WorkCenter a try.

Things to Know

- **You don't have to close a screen to move to another,** for example, from Campus Voucher to ePRO Purchase Order Requisition.
- Click on any link in the WorkCenter and the information will display to the right side.
- The Finance WorkCenter has more links to pages that you use most, including a UNC Favorites list.

Looking Ahead to Spring

The comment that we hear most frequently on the ConnectCarolina and InfoPorte annual survey is that ConnectCarolina is challenging to navigate. Now that we are using the newest version of PeopleSoft (the software that is the foundation for ConnectCarolina), we can take advantage of a new



look and feel that makes getting around in ConnectCarolina easier.

"Tiles" Allow You to Quickly Access Pages from Your Home Screen

The new navigation relies less on the menu and more on "tiles," similar to the icons on your iPhone or Android phone. You can think of the tiles as buttons that let you quickly get to the options you need right from your home page. Depending on how much work you do in ConnectCarolina, you may even have more than one home page that you can switch between (one for HR work and one for Student Administration work, for example).

The ConnectCarolina team is hard at work designing the new look and feel, and we're going to ask for your input. We'll be holding focus groups and testing sessions, and we'll even use this newsletter to reach out to you for your thoughts. So keep an eye out in the coming months for opportunities for input.

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