Faculty Intermittent – Short Work Break and Return from Work Break

Faculty Intermittent are temporary faculty appointments who have variable teaching schedules and other work throughout the academic year where the total of work performed does not reach the amount of full-time for the faculty to be in a Visiting appointment.

At go-live, the process in ConnectCarolina to stop monthly payments during the period of inactivity was to process a hire/transfer ePAR into a non-compensated and 0 FTE appointment. Beginning May 14, 2021, the new process is to place the Faculty Intermittent on Short Work Break (SWB) during inactivity using the Edit Existing Job ePAR. When the activity resumes, process a Return from Work Break (RWB) action using the Edit Existing Job ePAR.

The Short Work Break and Return from Work Break ePARs do not impact the faculty appointment length or Expected End Date. It is not necessary to return a Faculty Intermittent from Work Break prior to terminating the job.

Effective Date

Effective Date for Short Work Break is similar to the termination date or date placed on leave in ConnectCarolina, which is the first day not paid. Another way to state this is the paid through date plus 1 day.

Effective Date for Return from Work Break is similar to the return from leave date in ConnectCarolina, which is the first day pay restarts.

Payroll Status

When the Short Work Break ePAR is executed in ConnectCarolina, the employee’s Payroll status reflects Work Break with the corresponding effective date, and the employee retains an Active HR status.

During the period of Short Work Break, lump sum payments are not paid.

When the Return from Work Break ePAR is executed in ConnectCarolina, the employee’s Payroll status returns to Active with the corresponding effective date.
Department Transfers
For a Department Transfer on a Faculty Intermittent, there first needs to be a fully executed Return from Work Break ePAR. Then the Hire/Transfer ePAR reflecting the Department Transfer can be submitted.

Tips for HR Originators
When processing a Short Work Break for a Faculty Intermittent:

- Confirm the correct EMPL Record is selected if the employee has multiple jobs
- Confirm on the final page of the ePAR that the Faculty Intermittent currently has an EMPL status of Active

When processing a Return from Work Break for a Faculty Intermittent:

- Confirm the correct EMPL Record is selected if the employee has multiple jobs
- Confirm on the final page of the ePAR that the Faculty Intermittent currently has an EMPL Status of Work Break.

If a Return from Work Break ePAR is submitted for a Faculty Intermittent who is not on Work Break but is instead Active, then the ePAR will get stuck at the Integration Broker.
Tip for Approvers
Use the UNC Employee Information lookup from the Person Data folder in HR Work Center or by reviewing Job Data to confirm that the Faculty Intermittent is on Work Break when approving Return from Break Actions.

Multiple ePARs for Faculty Intermittent

Effective Dates are very important in ConnectCarolina!
- For pay to be accurate
- Processing within Payroll deadlines for payments to be timely and to prevent over and under payments
- To prevent mid-stacks (out of date order ePARs)

Sample scenario: Faculty Intermittent has an Expected End Date of 07/13/21 and will be reappointed for an additional year, they worked thru 06/31/21, and they may return to teach for Fall semester.

1) Submit an Edit Existing ePAR to place the Faculty Intermittent on Short Work Break effective 07/01/21 (last worked 06/31 + 1 day means the effective date is 07/01/21).
2) Once the SWB ePAR has fully executed, then submit the Edit Existing Job ePAR to reappoint the faculty effective 07/13/21 with a new Expected End Date of 07/13/22 (remember: one full year is appointment end date of 07/12/22 on all the paperwork, and the Expected End Date in ConnectCarolina is paid through date 07/12/22 + 1 day, which is 07/13/22).
3) Once the reappointment ePAR has fully executed and confirmation for Fall semester is received, process a Return from Work Break using the Edit Existing ePAR effective 08/18/21 and updating FTE, compensation, and chartfield string, as needed. The Expected End remains as 07/13/22.

Job Expected End Date – HR/Payroll Reporting Dashboard
Monitoring the expected job end dates for Faculty Intermittent employees is important. Use the Job: Expected End Date report located on the HR/Payroll Reporting Dashboard, which is in real time and includes future date extension information.
Reports/Queries
- Query Viewer
- Process Monitor
- Report Manager
- HR/Payroll Reporting Dashboard
- Infoporte