

Full Position Management Project update for Finance Leads

Hello Campus Finance Lead:

With the Oct. 11 go-live date for the changes related to Full Position Management only a month away, we are beginning our broader communications. We wanted to make you aware that in the next day or so we will be sending a communication to employees who have any kind of role in the ConnectCarolina HR/Payroll System; this includes everyone who has access to do funding swaps and Budget Approvers.

Full Position Management page on ccinfo.unc.edu

Implementing positions for every employee introduces a long list of changes. To help ensure that all staff are prepared, we've created a [Full Position Management page on ccinfo.unc.edu](http://ccinfo.unc.edu). On this page you can find resources such as quick reference cards, short videos and full text of all targeted communications. We appreciate whatever you can do to help us spread the word and ensure that all staff are prepared. Please let us know if there's anything else we can provide to make spreading the word easier.

Go-live weekend

As we prepare for go-live weekend, here are some key points to keep in mind:

- ConnectCarolina will be unavailable from Friday, Oct. 8, through Sunday, Oct. 12.
- During this time, positions and reporting relationships will be created for all active employees not in positions.
- Planned budget amounts will also be created for those positions:
 - o For primary jobs, the planned budget amount will be the current incumbent's salary.
 - o For secondary jobs, the planned budget amount will be the supplemental pay converted to an annual amount.

Up next

On Sept. 29, we're holding an HR User Group Meeting dedicated to Full Position Management. Everyone who has access to do funding swaps has been invited, but if someone missed the invitation, a calendar notice is posted on the [Full Position Management page](http://ccinfo.unc.edu). Approximately one week before the Oct. 11 go-live date, we'll also send another email message with a calendar invite to those who work with funding swaps.

In the meantime, don't hesitate to reach out to hr@unc.edu if you have questions, concerns or ideas.

Sincerely,

Vicki Bradley, Ph.D.

Associate Vice Chancellor

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