

## Full Position Management Project update for Funding Swap Originators

*You're receiving this message because you have access to work with funding swaps in ConnectCarolina.*

Good morning:

By now you've likely heard that starting Monday, Oct. 11, all faculty, staff and student employees will have positions for all their appointments in ConnectCarolina. Since you have access to work with funding swaps, we want to make sure you know what changes to expect and what resources are available to help.

### What will be different

Starting Monday, Oct. 11, for every funding swap ePAR you enter, you'll need to select "Position" in the "Budget Level" field and then type in the position number for which you are doing the funding swap. Once you choose the position you need, the rest of the funding swap form is the same.

You can find an employee's position number(s) by:

- Accessing the UNC Employee Information page in ConnectCarolina, or
- At go-live, you will also be able to find a person's position(s) by running the new "Active Employee Roster" query to generate a list of active employees in your organization and their position numbers. (You may find it will save time to export the results of that query to a spreadsheet that you can use to look up position numbers again in the future.)

### Learn more

To help ensure that you are prepared, we've created a [Full Position Management page on ccinfo.unc.edu](#) that includes resources like:

- A [two-minute video](#) that explains how the updated funding swap will work and how to look up position numbers when you do a funding swap.
- A [two-minute video](#) that shows how to run the new "Active Employee Roster" query that lists faculty, staff and students with their position numbers.
- A [recording of the Aug. 25 HR User Group Meeting](#) that gives an overview of the changes and why they're needed.

### Why are these changes needed—and why now?

Those managing finances at the Board of Trustees and at the University System level think in terms of positions when discussing budgets. As a result, the University has to translate our appointments (which don't have positions) into positions. Translating this data is an

unstable process that gets increasingly complex as the System Office requests more data. Therefore, having all faculty, staff and student employees in positions will facilitate the next budget planning cycle and will improve the transparency of the information being sent to the System Office. It will also bring benefits like:

- Being able to track positions even if there is no incumbent
- Setting attributes like Campus Security Authority by position so they don't have to be set by person.
- Retaining organizational rollups even if positions are empty.

For more details about why this project is being done, see the "[Full Position Management](#)" video.

### **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. 10.
- 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**

We're holding an HR User Group Meeting on Sept. 29 in which the project team will demo the changes, provide more resources, and go into detail about the go-live weekend. You should have received an invitation but if not, you can find a calendar notice on the [Full Position Management page](#).

Closer to the Oct. 11 go-live date, we'll also send another email with more details and resources. In the meantime, if you have questions, concerns or ideas, send a note to [hr@unc.edu](mailto:hr@unc.edu).

Sincerely,

Vicki Bradley, Ph.D.  
Associate Vice Chancellor  
Human Resources and Equal Opportunity and Compliance  
The University of North Carolina at Chapel Hill  
CB #1045, 104 Airport Drive  
Chapel Hill, NC 27599-9105  
919.962.3898 (telephone)

919.962.8677 (fax)  
[vicki\\_bradley@unc.edu](mailto:vicki_bradley@unc.edu)

