Full Position Management Project update for HR Representatives and Student Originators

You're receiving this message because you are an HR Representative or have access to work with student actions in ConnectCarolina.

Hello HR Representatives and Student Originators:

With the Oct. 11 go-live date for the changes related to Full Position Management and online SHRA position descriptions is only a month away, we wanted to reach out to make sure you have the information you need.

What will be different

Primary changes include:

- All jobs and appointments will have an associated position.
- Positions for SHRA employees will be in ConnectCarolina instead of on paper.

See the "Understand the Changes" section on the [Full Position Management page](#) for a complete list of all the changes grouped by area (for example, all changes related to recruitment).

For student originators only:

- The number of departments you can access will change. We are working with HR Officers to determine which departments within the school/division student originators will be able to access.
- For the departments you can access going forward, you will be able see more information and perform more actions such as updating positions in ConnectCarolina.

Resources to help

The [Full Position Management page](#) is the best place to find information about the changes and resources like:

- Online positions for SHRA employees.
- Learning snippet videos to introduce you to key changes.
- Ways to prepare for Full Position Management.

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:
  - For primary jobs, the planned budget amount will be the current incumbent's salary.
  - For secondary jobs, the planned budget amount will be any supplemental pay converted to an annual amount.

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. Plus, this translated data exists as a point in time, and campus HR and Finance leadership can't adjust it before it is sent.

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.

Up next

On Sept. 29, we're holding an HR User Group Meeting dedicated to Full Position Management. You should have received an invitation but if not, you can find a calendar notice on the Full Management Position page. We'll also send another round of email messages with a calendar invite one week before the Oct. 11 go-live date.

Student originators should also attend one of the following information sessions:

- Tuesday, Sept. 28 | 9:30–11 a.m.
- Thursday, Sept. 30 | 1:30–3 p.m.

In the meantime, don't hesitate to reach out to hr@unc.edu if you have questions, concerns or ideas. Thank you for your support on this project!

Sincerely,

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