Full Position Management Project update for ePAR Approvers

You're receiving this message because you approve HR transactions in ConnectCarolina.

Good morning:

You may have heard that starting Monday, Oct. 11, all faculty, staff and student employees will have positions for all their appointments in ConnectCarolina. Since you approve HR actions in ConnectCarolina, we want to make sure you know what changes to expect and what resources are available to help.

What will be different for Budget Approvers

If you currently approve Add/Update Position ePARs for budget purposes, starting Oct. 11, you'll no longer need to do that (and you'll no longer be notified of these transactions). Funding information has been removed from the Position ePAR; funding information will now only be added using the Hire ePAR and changed using the funding swap ePAR and/or PAATs.

What will be different for HR Approvers

1. Additional things to check for: If you approve transactions for HR purposes, you'll continue to do so, but there will be some additional things to watch out for:
    - Prior to go-live, there are effective dates to watch out for according to action type. Please consult the [Guide for Approvers, ePAR Actions], which explains what to check for before Oct. 11.
    - At go-live, another document will be provided with what you should look for post-go-live.
2. Deadlines: More than ever, it'll be important to approve actions in a timely way (best practice is every day) because sometimes position actions will need to be fully executed before a second action can be processed.

    For example, hiring a faculty member will require creating a position, having that action fully execute and then submitting the Hire ePAR. Similarly, changing the FTE for a job requires submitting an Add/Update Position ePAR, having that action fully execute and then submitting a Job Change ePAR for the compensation amount.

Resources to help

We've created a [Full Position Management page on ccinfo.unc.edu] to help you prepare for the changes. In addition to the guide for approvers mentioned above, you'll find:

- Online positions for SHRA employees.
- Learning snippet videos to introduce you to key changes.

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

We'll send another reminder communication approximately one week before the Oct. 11 go-live date. In the meantime, don't hesitate to reach out to hr@unc.edu if you have questions, concerns or ideas.

Sincerely,

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