Changes for Full Position Management & Online SHRA Positions

Timeline of Changes and Affected Groups

The following changes go into effect on when full position management goes into effect at Carolina and SHRA positions are moved from paper into ConnectCarolina. At that time, all appointments will have positions.

Currently in Positions	Types of Employees Being Moved into Positions
SHRA Permanent, Temporary, Students	Faculty
EHRA Permanent, Temporary	Post-Docs
	EHRA Graduate Students
	Secondary Appointments

Student Originators

If you work only with student actions, you'll be able to make updates to positions and will be able to see more information in the system.

Creating or Updating a Position

- **Reports to field:** You'll need to fill in the Reports to field for all positions since all employees will be in positions.
- **Position descriptions:** You'll enter position description information for SHRA Permanent positions on the Position Principal Functions page of the Add/Update a Position ePAR.
- **Minimum Education and Experience field:** For EHRA Non-Faculty and SHRA Permanent and Temporary, you won't be able to change the information in the Minimum Education and Experience field. For SHRA positions, it will be pulled from the job family and job code that you select. For EHRA positions, it will be pulled from the job family, job code and EHRA-NF subcategory that you select.
- **No funding grid:** The funding grid is being removed, so you won't enter the funding information (chartfield strings) on the Add/Update a Position ePAR. If your department uses the field, enter the budgeted amount for the position in the newly renamed Position Budget Amount field.
- **No budget approvers for position:** Since the funding grid is being removed, budget approvers (Level 1, Level 2, Level 3) no longer need to approve Add/Update a Position ePARs and will be removed from the approval workflow.
- **Multiple headcount:** You can create positions that will have multiple headcount for these types of employees:
    - EHRA Students
    - Faculty CWR
    - EHRA Zero-Base Rate

    For a position to have multiple headcount, the basic attributes (including funding) must be the same, and the position budget amount should reflect the total budget for all planned incumbents combined.

- **New attributes on the position:** You'll need this information about the position to complete the Add/Update a Position ePAR:
  - Immunization Review Required
  - Bloodborne Pathogen
  - Campus Security Authority
- **Which positions feed to PeopleAdmin:** You'll see a Recruiting System flag on the last page for positions that feed into PeopleAdmin for posting.
- **Saving an in-progress Position ePAR:** If you click the Save button while working in the Add/Update a Position ePAR, the system will save your information and exit the ePAR. When you're ready to start working on the ePAR again, you'll need to search for it.

Posting a Job

- **Position before posting:** Before posting a job in PeopleAdmin, the position needs to be created or updated in ConnectCarolina. The position information will feed to PeopleAdmin.
- **Changing position descriptions:**
  - You won't be able to change the position descriptions for SHRA Permanent and Faculty Permanent positions in PeopleAdmin—the changes need to be made in ConnectCarolina.
  - For SHRA Temporary, Faculty Temporary, and Post-Docs, the position information will feed from ConnectCarolina to PeopleAdmin, but you'll be able to change the position description.
- **New open rank job code:** There is a new job code for Open Rank faculty positions that you can use when posting a position. Keep in mind that you'll need to update the position using the Add/Update a Position ePAR when you hire to change the job code.

Hiring an Employee

- **Positions before hiring:** All types of employees will need to be hired into a position, so you'll need to create or update the position using the Add/Update a Position ePAR first. Once the ePAR is fully executed, you can start the Hire an Employee ePAR.
- **Remember to enter position number:** When you're hiring an EHRA employee using the Hire an Employee ePAR, the system won't prevent you from leaving the position number blank, but if you don't enter one, the approvers will recycle the ePAR back to you.
- **Open Rank positions:** When you hire an Open Rank Faculty position, you'll need to update the position using the Add/Update ePAR. If you're hiring multiple candidates from an Open Rank Faculty posting, you'll need to create positions for each after the first using the Add/Update ePAR.

Editing an Employee's Existing Job

- **Updating FTE:** If you're updating an employee's FTE, you'll need to submit the Position ePAR first to change the FTE. Once that ePAR is fully executed in the system, you'll submit the Edit Existing Job ePAR to update the compensation amount on the funding grid.
- **Position changes for students:** If you're making position changes for a student, to ensure that their salary information is sent to GradStar, you'll need to create a new position using the

Add/Update a Position ePAR. Once that ePAR is fully executed in the system, you'll submit the Hire a New Employee ePAR to complete the hire or transfer action to move them into that position.

Making Changes to Current or Future Funding

- **Funding swaps need to be on position:** Funding swaps must always refer to a position number and will write to position on the Department Budget Table instead of appointment.
- **Remember to choose position:** You'll need to remember to choose position not appointment when starting a Funding Swap. The system will allow you to make the changes on the appointment, but your approvers will recycle the ePAR back to you.

Searching for or Making Changes to a Position ePAR

- **Finding Position ePARS:** If you need to find a Position ePAR, you'll need to click on the View a Position ePAR link, not the View an ePAR link. The link is at the bottom of the ePAR home page.
- **Making changes to Position ePARs:** If you need to make changes to a Position ePAR, you'll need to click on the Resubmit, Change or Withdraw a **Position** ePAR link, not the Resubmit, Change or Withdraw an ePAR link. The link is at the bottom of the ePAR home page.

Reviewing Information About a Position

- **New Principal Functions tab:** When you're on the Add/Update Position page, you'll see a new UNC Principal Functions tab that has the grid currently on the UNC Position Summary tab.
- **New fields:** The UNC Position Summary and Position Attributes tabs have new fields, as well.
    - o The new fields on the UNC Position Summary tab are:
        - Primary Purpose of Organizational Unit
        - Changes in Responsibilities or Organizational Relationship
        - Essential Posting and Special Physical/Mental Requirements
        - Competencies Required for the Position
        - Budget and Staffing Numbers
    - o The new fields on the Position Attributes tab are:
        - Position Location
        - Position Country
        - Position State
        - Position Employee Class
        - EHRA IRIT (Instructional, Research & Informational Technology Positions subcategory)
        - Clery Act/Campus Security
        - Exempt from Performance Rating

Approving a Position ePAR

- **Finding a Position ePAR:** If you need to find a specific Position ePAR to review, you'll need to click on the Evaluate a **Position** ePAR link, not the Evaluate an ePAR link. The link is at the bottom of the ePAR home page.

- **New Hold Button** If you're on the approval path for the Position ePAR, you'll have a Hold button. When you click the Hold button, the system will remove the ePAR from everyone's inbox at the same approval level. If you put a Position ePAR on hold, for example to research information before acting on the request, you're able to go back to the ePAR to approve, recycle or deny the ePAR. Keep in mind, once you put it on hold, it is removed from everyone's inbox at the same approval level, and you're the only one at that level that can take action on the ePAR.
- **No more budget approvers:** Since there is no longer a funding grid on the position, budget approvers no longer need to approve Position ePARs and the ePARs no longer route to them for approval.