

October 1, 2021

Hello Campus Finance Lead:

Changes related to full position management and online SHRA position descriptions are going live next week! That means starting **Monday, October 11** all jobs will have a position. The capability for on-line SHRA position descriptions, which can be easily printed, will also be implemented.

Cutover weekend

In preparation for go live, the HR/Payroll system will be down starting Friday, October 8 at noon and will be back up on Monday, October 11 by 8:00 am. For more information about the outage and a list of affected systems, visit the [ConnectCarolina HR/Payroll Outage page](#).

Important Reminders

- Please help spread the word that since Friday is a bi-weekly payday, employees can only view their paychecks until the outage begins at noon. In addition, no manual paychecks will be processed on October 8.
- All ePARs *except for lump sums and POIs* that are not fully executed (including those that are "on hold") by 5:00 pm on Thursday, October 7th will be denied.

Changes to note after go live

There are a lot of changes happening around full position management, but here are a few that require your special attention.

- The position form will not have a funding grid and will not be routed for Budget approvers.
- The Position Budget Amount field is optional at this time.
- For best practice, funding sources for vacant positions should be reconciled at least semi-annually.
- More information on all the above and on how positions will be used for this year's budget process will be forthcoming.

How do I get more information?

There are multiple resources available for you to learn more about the changes and ask questions.

- To find resources like details about the changes, quick reference cards, videos, and more, visit the [Full Position Management webpage](#).
- If you missed the HR User group meeting on September 29, you can find the recording and slides on [ccinfo.unc.edu](#).
- If you need help or have any questions, stop by the full position management office hours October 12 through 26. Experts will be available every Tuesday and Thursday from 1-2pm via Zoom. [Click here to join a session](#).
- And as always, you can submit a help ticket at [help.unc.edu](#).

We appreciate all your hard work and dedication in making these changes successful. Don't hesitate to reach out if you have any questions.

Sincerely,

Vicki Bradley, Ph.D.

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