October 1, 2021

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:

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.
- There will be a pause on auto terms from October 1- October 18. If you have someone who stopped working prior to their expected end date, then you'll need to terminate them. SHRA Students, SHRA Temps and EHRA Students who are not manually terminated will be included in the auto term process when it resumes on Tuesday, October 19.
- Take action on all employees with an expired expected job end date. For more information visit the Full Position Management Data Clean-Up page.
- All ePARs *except for lump sums and POIs* that are not fully executed by 5:00 pm on Thursday, October 7th will be denied. Departments will need to re-originate any necessary actions on or after October 11.
- Since the Hire ePAR will be unavailable while the conversion is in process, HR information will not feed to LawLogix from October 8-10. You'll need to manually hire or rehire employees in LawLogix. You should, however, still complete the I-9 as usual.

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.

- A position must exist before the hire action can be done.
- When doing funding swaps, be sure to choose "Position" in the Budget Level field. For HR reps, SHRA position descriptions go on the Add/Update Position ePAR.

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. Please reference the links for **HR Representatives** and **Student Originators** under "Learn More" for information specific to your role.

- 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.
Associate Vice Chancellor
Human Resources and Equal Opportunity and Compliance