October 1, 2021

You're receiving this message because you have access to post positions in PeopleAdmin.

Hello:

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](#).

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.

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 related to PeopleAdmin.

- Please do not initiate/submit any new Postings in PeopleAdmin from Friday, October 8th through Sunday, October 10th.
  - Anything in a Draft status should be deleted and re-initiated after go-live.
  - Users can continue to access PeopleAdmin for all other actions (ie. review applications, initiate/submit/approve Hiring Proposals, submit Interview Pools for approval, etc.).
- Beginning Monday, October 11th all recruitments in PeopleAdmin (including Faculty and Post Docs) **must** have a position number in ConnectCarolina before the posting can be initiated.
  - Before initiating a new Posting, ensure the Position Information in ConnectCarolina is correct. If applicable, submit an Add/Update Position ePAR to make updates or create a new position.
  - If a Posting was submitted without a position number prior to conversion, then a position number will need to be created in ConnectCarolina prior to hiring the selected candidate.
- Starting October 11th, when creating a new posting, be sure to select **Create from Position Number** to pull in the Position Data sent from ConnectCarolina.
- The Posting fields in PeopleAdmin will be updated to match what is being captured in the Position ePAR in ConnectCarolina. This means existing fields will be re-labeled and new fields will be added during go-live weekend.
- Additionally, for consistency, any fields shared across position types in PeopleAdmin will have the same label and appear in the same order. This includes the applicant view of the Posting.
- Permanent Faculty and Permanent Staff (SHRA) fields that were previously editable in Postings will now be captured in ConnectCarolina, feed to PeopleAdmin, and be read only. If an update

needs to be made to a field that is read only then users must submit an Add/Update Position ePAR in ConnectCarolina. Once the ePAR fully executes and the data is sent to PeopleAdmin, then users can initiate a new Posting. The read only fields include, but are not limited to:

Permanent Faculty	Permanent Staff (SHRA)
Position Summary/Primary Purpose of Position	Position Summary/Primary Purpose of Position
Primary Purpose of Organizational Unit	Primary Purpose of Organizational Unit
Minimum Education and Experience Requirements	Minimum Education and Experience Requirements
Preferred Qualifications, Competencies, and Experience	Required Qualifications, Competencies, and Experience
Special Physical/Mental Requirements	Preferred Qualifications, Competencies, and Experience
	Special Physical/Mental Requirements

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 **PeopleAdmin** link under "Learn More" for PeopleAdmin specific information.
- 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