

October 1, 2021

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

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](#).

### Important Reminders

- 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. Please make sure to check your HR Worklist daily. For more information, see the [Preparing for Full Position Management Go-Live Guide for Approvers](#).
- 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.

- Be sure to look at your HR work list and take action every day. Many HR actions require two ePARs with one having to execute before the next can be started. Your timely attention to Position ePAR transactions will be a huge help. For more information, watch the [Review Position ePARs Daily](#) video.
- When approving funding swap and hire ePARs, make sure -there is a -position number included. If it doesn't, you should automatically deny the ePAR noting that the position number is missing. For more information, watch the [Check for Position Numbers](#) video.
- Budget approvers no longer have to approve Add/Update Position ePARs. For more information, watch the [Check for Position Numbers](#) video.

### 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 **HR Action Approvers** link under "Learn More" for HR approver specific information.
- If you missed the HR User group meeting on September 29, you can find the recording and slides on [ccinfo.unc.edu](http://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](http://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