

# Arts & Sciences Managers' Meeting Minutes

## October 8, 2014

**Speakers** Collette Wilshire  
*Assistant Dean, Business Center*

**ConnectCarolina Update** **ConnectCarolina Website:**

- Go to [ccinfo.unc.edu](http://ccinfo.unc.edu) for training. Soon people will be able to register on their own. In the meantime contact Ashante for HR training and Collette or Laura for finance training.
- To continue access for Infoporte and ConnectCarolina please complete required CBTs or your access will be revoked. This is true for people who have complex access and only applies to student access.
- Mobile labs are being run by the central training personnel. Times and locations are on the CC Info website.
- Walk in clinics are being run by the College in Davis Library. One accounting tech, one HR person, and Jocelyn Brooks are at each session of the walk in clinics.
- Forums are a great resource because you can see people tips and tricks and questions that people around campus are generating. Don't forget that the Parking Lot is posted as well on the ccinfo website.

**Access for Infoporte and ConnectCarolina:**

- All Infoporte and ConnectCarolina access requests should now route through Infoporte. HR requests will go to Ashante/Lachonya first. For Finance they will go to Collette/Laura first. Both will go to Matt for input to grant access.
- We are presently working with the Graduate School and Undergraduate Education for on access levels and permissions for student services for ConnectCarolina, Infoporte, GradStar, etc.
- Finance Reporting in Infoporte is not working, but it is a top priority for the Infoporte project team and it is being fixed.
- Ledger Rollup is not working with Trusts, but that is being worked on as well.
- If you are in the Business Center for HR you will not be able to view the HR system like you were prior to Go-Live. The only place to view HR is through Infoporte because there currently isn't the ability to view only in ConnectCarolina. Only access to see into the HR system are student originator, basic access or complex access.

**Missing Object Codes, Source Codes, Source Codes:**

- If you are missing an account we need to request source codes. For those who do not have a budget, they will be fixed by Friday, October 10.
- Some of the object codes for personnel and non-personnel did not carry over. For personnel object code, please contact Ashante Diallo.

- Send your costs codes to College. They need to be in Excel format with the Department ID, 10 digit code codes (any codes that are not ten digits will have X's added). There are three description fields and all must be filled in, but you do not have to max out the character limits. Eventually we hope you'll be able to submit your own cost codes. However, there is no limit to the number of cost codes your unit may have.

**HR  
Announcements**

**FTE Changes for Grad Students**

- The process for changing FTE for grad students is confusing. Ashante will send out a clarifying email on how FTE should be calculated.

**Onyen Creation:**

- We cannot generate the Onyen until a new hire makes it through the system.
- All access to ConnectCarolina and Infoporte a new hire may need is halted until this process is complete as it depends on an employee's Onyen.
- If you are the originator you will be able to see where the process is and will be able to determine when an Onyen may be created.

**Finance  
Announcements**

**Web Travel:**

- If your Web Travel request exceeds the amount that is allotted, then we cannot see your program codes. Please include your program codes in the notes or it will be rejected.

**University Deposits:**

- Infoporte will be used to track deposits with procedures sent with the minutes of this Managers' Meeting. Units will be able to track deposits, including when the Business Center receives the deposit and when the deposit was made.