Expected End Date Reports

This report gives information on employees’ expected end dates in ConnectCarolina.

• **Does not** include any pending epars.
• **Does not** include any executed epars effective after today’s date.
• **Does** include all employee types, even those with no end date.
Getting Started

To access the Expected End Date Report you must have access to the HR Reporting function in Infoporte. If you do not have access, or if you are unsure about your access, contact:

Joy Montemorano, jmonte@email.unc.edu

Note: You may access systems access form by logging into Infoporte (www.infoporte.unc.edu) and navigating to Tools > Data Dictionary > General Info. There you will be able to access form for Infoporte (HR, Finance, and Student Administration) as well as ConnectCarolina and Related Applications for HR, Finance and Student Administration as separate forms.
Step 1: Log in to Infoporte

Infoporte.unc.edu

Log in with Onyen and password
Step 2: Navigate to HR Reports

1. Click the HR tab.
2. Click the reports tab.

Note: If you are missing either of these options, contact Jocelyn Brooks for assistance.
Step 3: Choose the Report
Step 4: Choose Filters

- Choose EPA or SPA.
- Choose P = primary or S = secondary.
- Use these additional filters to narrow data.
Step 5: View Data

As filters are selected, the data changes real time here.
Step 5: View Data

Hover over each section of the graph to see a description. Click on a section of the graph to further filter your data.
Step 6: Export the Data

Right click in the table and choose Export.
Step 6: Export the Data

You may choose to export all columns or a selected set of columns to Excel.
Step 7: Take Action!

Contact your HR Business Partner to terminate expired ranks or extend ranks that are nearing expiration.

Work with the unit head to anticipate whether ranks that are 60 or more days from expiration need to be removed or extended.
Questions?

Contact your HR Specialist.