Initiating a Prior Underpayment Adjustment (PUA) – Union Retro Pay Increase

When a negotiated Labor Agreement requires a retroactive rate increase, employees are paid the rate difference on their regular pay check. If an employee does not receive the payment via the standard process, you will need to submit an adjustment in PARIS. HR notifies your unit/college when an adjustment is needed.

Step	Task
1.	Log in to PARIS. a) Access PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/. b) Log in.
2.	Select the employee to adjust. a) Enter employee's UIN in the **QUICK SEARCH** field. **OR** Click **EMPLOYEE SEARCH** and select the criteria. **NOTE:** See the Performing an Advanced Employee Search Job Aid for help. b) Click the **Search** button. *The **Payroll Record View (PRV)** opens.*
3.	Review the pay event you need to adjust. a) Select the **Pay Event Year** of the pay period to adjust if adjusting a previous year. *The **Pay History** set displays all pay events for the year selected.* b) Click the gray pay event accordion to review each pay event requiring the rate increase. c) Click the **EVENT DETAILS** accordion to view summary payroll information. d) Click the **JOBS** accordion to view all active jobs for the pay period. e) Click the green job bar for the job requiring the rate increase to view payroll detail. **NOTE**: Verify the hours on the pay period(s) requiring the rate increase.
4.	Start the PUA. a) Click the **ADJ** button at the right side of the gray pay event accordion. *PAY HISTORY tab displays a new row in yellow for the adjustment.* b) Select **Union Retro Pay Increase** from the **Adjustment Reason** menu under **Pay Event Detail**. **NOTE**: **Event Type**, **Calc Method**, and **Print Method** default appropriate to the adjustment reason and are not user editable.
5.	Select the job(s) to adjust. a) Click the **JOBS** accordion to display each active job for the pay period. b) Click the green job bar for the job to adjust. *Job Detail opens.*
6.	Select the retro pay adjustment earnings code. a) Select the appropriate retro pay earn code from the **New Earn Code Selection** menu. **NOTE**: This earn code will be provided by HR for the adjustment. b) Click the **Add New Earn Code** button. *Payroll Record View and Earnings Detail refresh.* **NOTE**: Scroll down to view and edit the **Earnings Detail**.

Step	Task
7.	Enter the total amount of the retroactive increase. If paying Bi-Weekly Hourly employees, enter the total dollar amount due in the **Special Rate** field. **AND** Enter *1* under any date. **OR** If paying Faculty or Bi-Weekly Exempt employees, enter *1* in the **Hours Or Units** field. **AND** Enter the total dollar amount in the **Special Rate** field.
8.	Edit the C-FOAPAL if needed. a) Click the **Edit** button. **NOTE**: See the Editing Labor Distributions in PARIS Job Aid for help. b) Click the **Add LD** button to insert an additional C-FOAPAL.
9.	Click the **Save** button (located lower left) and review changes. **NOTE**: Changed fields are highlighted in red. System updated fields are highlighted in green.
10.	Type a description for why the adjustment is needed. a) Click the green **MEMOS** tab (near the top). b) Enter a detailed description of how many hours within each pay period needed the rate increase in the **Memo** box. This should clearly indicate the collective bargaining unit and the entire date range for the retro pay. c) Click the **ADD** button.
11.	Edit or enter your phone number in the **INITIATOR PHONE NUMBER** field if needed.
12.	Complete the transaction once all changes have been made. a) Click the **Save** button. b) Click the **Route** button.

NOTE: To cancel a transaction before routing it, select **Delete Entire Transaction** from the **TRANSACTIONS** menu.