

Calculate Pay for a Partial Academic (Monthly) Pay Period – Prior Underpayment Adjustment (PUA)

When an Academic (Monthly) employee needs to be paid for working a portion of a pay period, the PARIS initiator needs to calculate the correct payment amount to enter in the Prior Underpayment Adjustment (PUA).

Step	Task
1.	Identify the employee's monthly Assigned Salary from the Jobs bar in PARIS or from the Human Resources Front End (HRFE).
2.	Identify the number of work days in the pay period. a) Open the Payroll Schedule . b) Locate the number in column # of Work Days (column B) for the pay period being adjusted.
3.	Calculate the daily rate of pay for the pay period: $\text{Monthly Assigned Salary} \div \text{Work Days} = \text{Daily Rate of Pay}$
4.	Using a calendar, count up the number of weekdays the employee worked.
5.	Calculate pay for the partial pay period: $\text{Days Worked} \times \text{Daily Rate of Pay} = \text{Partial Period Pay}$
6.	In the PARIS PUA, enter <i>1</i> in the Hours Or Units field. AND Enter the calculated Partial Period Pay amount in the Special Rate field.