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).

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Identify the employee’s monthly Assigned Salary from the Jobs bar in PARIS or from the Human Resources Front End (HRFE).</td>
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</table>
| 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:  
  Monthly Assigned Salary ÷ Work Days = 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:  
  Days Worked x Daily Rate of Pay = Partial Period Pay |
| 6.   | In the PARIS PUA, enter 1 in the Hours Or Units field.  
  AND  
  Enter the calculated Partial Period Pay amount in the Special Rate field. |