

## Initiating a Prior Underpayment Adjustment (PUA) – Deceased Employee Payout

If a person dies while employed at the University of Illinois, all payments to the deceased employee must be stopped and an adjustment issued to the estate. A deceased employee payout is for regular pay or overtime not received by the deceased, deferred payout (DP job) vacation hours, compensable sick hours, and earned compensable time (in lieu of overtime).

Before you begin the transaction in PARIS, confirm that all leave balances for the employee are accurate in Banner and the separation transaction is started in the HR Front End (HRFE) application. The **Separation** tab gives you the calculated weighted rate of pay to use in the PARIS PUA.

See [Procedures for Deceased Employees](#) for complete instructions and a list of required documents. The adjustment will be held until all required documents have been received.

| Step | Task  |
|------|---|
| 1.   | <p>Log in to PARIS.</p> <ul style="list-style-type: none"> <li>a) Access PARIS at: <a href="https://hr.apps.uillinois.edu/hrFrontEnd/ana/">https://hr.apps.uillinois.edu/hrFrontEnd/ana/</a>.</li> <li>b) Log in.</li> </ul>  |
| 2.   | <p>Select the employee to adjust.</p> <ul style="list-style-type: none"> <li>a) Enter employee's UIN in the <b>QUICK SEARCH</b> field.<br/><b>OR</b><br/>Click <b>EMPLOYEE SEARCH</b> and select the criteria.<br/><b>NOTE:</b> See the <a href="#">Performing an Advanced Employee Search</a> Job Aid for help.</li> <li>b) Click the <b>Search</b> button.</li> </ul>   |
| 3.   | <p>Review the final pay event the employee received pay on to verify no payroll has been distributed after the deceased date. Contact University Payroll &amp; Benefits (UPB) if needed.</p> <ul style="list-style-type: none"> <li>a) Select the <b>Pay Event Year</b> of the final pay period if it is in a previous year.<br/><i>The <b>Pay History</b> set displays all pay events for the year selected.</i></li> <li>b) Click the gray pay event accordion to review the pay event.</li> <li>c) Click the <b>EVENT DETAILS</b> accordion to view summary payroll information.</li> <li>d) Click the <b>JOBS</b> accordion to view all active jobs for the pay period.</li> <li>e) Click the green job bars to view payroll detail.</li> </ul> |
| 4.   | <p>Start the PUA.</p> <ul style="list-style-type: none"> <li>a) Click the <b>ADJ</b> button at the right side of the gray pay event accordion. Adjust the last pay period the employee received pay on.<br/><i><b>PAY HISTORY</b> tab displays a new row in yellow for the adjustment.</i></li> <li>b) Select <b>Deceased Employee</b> from the <b>Adjustment Reason</b> menu under <b>Pay Event Detail</b>.<br/><b>NOTE: Event Type, Calc Method, and Print Method</b> values default appropriate to the adjustment reason and are not user editable.</li> </ul>   |
| 5.   | <p>Select the job to adjust.</p> <ul style="list-style-type: none"> <li>a) Click the <b>JOBS</b> accordion to display each active job for the pay period.</li> <li>b) Click the green job bar for the job to pay out (usually the primary job).<br/><i><b>Job Detail</b> opens.</i></li> </ul>  |

| Step | Task   |
|------|--|
| 6.   | <p>Select an adjustment earnings code.</p> <p>a) Select an earn code from the <b>New Earn Code Selection</b> menu.</p> <ul style="list-style-type: none"> <li>• <b>SB1 – Survivor Benefits – Current Year Death – Sick</b></li> <li>• <b>SB2 – Survivor Benefits – Current Year Death – Vacation</b></li> <li>• <b>SB3 – Survivor Benefits – Current Year Death – Regular Pay</b></li> <li>• <b>SB4 – Survivor Benefits – Prior Year Death – Sick</b></li> <li>• <b>SB5 – Survivor Benefits – Prior Year Death – Vacation</b></li> <li>• <b>SB6 – Survivor Benefits – Prior Year Death – Regular Pay</b></li> </ul> <p>Current year = Death and payout occur in the current tax (calendar) year.<br/>Prior year = Death occurs during one tax year and payout occurs in the next tax year.</p> <p>b) Click the <b>Add New Earn Code</b> button.<br/><b>Payroll Record View</b> and <b>Earnings Detail</b> refresh.<br/><b>NOTE:</b> Scroll down to view and edit the <b>Earnings Detail</b>.</p>   |
| 7.   | <p>Enter earnings or leave balances.</p> <p>If payout is for a Bi-Weekly Hourly employee, enter the rate of pay in the <b>Special Rate</b> field.</p> <p><b>AND</b></p> <p>Enter the number of hours under a pay event date.</p> <p><b>OR</b></p> <p>If payout is for a Bi-Weekly Exempt or Academic (Monthly) employee, enter the number of eligible benefit hours in the <b>Hours or Units</b> field.</p> <p><b>AND</b></p> <p>Enter the rate of pay in the <b>Special Rate</b> field.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• See the <b>Separation</b> tab of the HRFE separation transaction for the weighted calculated rate of pay for sick or vacation.</li> <li>• For vacation transfer balances, combine vacation transfer balance hours with vacation hours on the same earn code.</li> <li>• Combine all regular pay hours on the same earn code, if applicable: <ul style="list-style-type: none"> <li>○ Use the job effective rate of pay, not the weighted rate from HRFE</li> <li>○ Regular pay from the final pay period worked</li> <li>○ Overtime from the final pay period worked (multiply overtime hours x 1.5)</li> <li>○ Compensable time balance</li> <li>○ For Monthly employees, include the deferred payout (9/12 DP job) adjustment, if applicable</li> </ul> </li> </ul> |
| 8.   | <p>Edit the C-FOAPAL if needed.</p> <p>a) Click the <b>Edit</b> button.<br/><b>NOTE:</b> See the <a href="#">Editing Labor Distributions in PARIS</a> Job Aid for help.</p> <p>b) Click the <b>Add LD</b> button to insert an additional C-FOAPAL.</p>   |
| 9.   | <p>Click the <b>Save</b> button (located lower left) and review changes.<br/><b>NOTE:</b> Changed fields are highlighted in red. System updated fields are highlighted in green.</p>   |
| 10.  | <p>Add additional earnings as required (steps 6-9).</p>  |



| Step | Task   |
|------|--|
| 11.  | Type a description for why the adjustment is needed.<br>a) Click the green <b>MEMOS</b> tab (near the top).<br>b) Type <i>DECEASED</i> on the first line.<br>c) Enter a detailed description itemizing each type of pay with the number of hours, rate of pay, and dollar amount being paid in the <b>Memo</b> box.<br>d) Click the <b>ADD</b> button. |
| 12.  | Edit or enter your phone number in the <b>INITIATOR PHONE NUMBER</b> field if needed.  |
| 13.  | Complete the transaction once all changes have been made.<br>a) Click the <b>Save</b> button.<br>b) Click the <b>Route</b> button.   |

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