Minimizing Payroll Adjustments

Eleven ways to reduce or eliminate payroll adjustments and minimize their impact.

Stage of Payment

**New Job or Job Change**

1. Submit HRFE by deadline
2. Verify job records are accurate
   - Effective or termination dates
   - E-Class and Benefit Category
   - Assigned Salary for Monthly Employees
   - FTE (full time equivalent)
   - Work schedule or default earnings/hours for Bi-weekly employees
3. Set up security, access, and routing queues: Time Entry Setup and Security

**Time reporting**

4. Verify timesheet is correct:
   - Hours
   - Earn Codes
5. Make timesheet corrections and approve before noon deadline*
6. Between noon and five pm deadline*. Superuser can extract, enter, submit, & approve outstanding timesheets

**Corrections**

7. Submit CPA in PARIS before CPA deadline*

**Review**

8. Check Payroll Expense Reports in Mobius View:
   - HRPAY00103 by month end
   - HRPAY00104 by pay period
   - See Payroll Reports Guide

**Adjust**

9. If overpaid, submit Pay Stop in ANA and call UPB
10. Submit PUA in PARIS immediately
    - PUAs approved by 5:00 p.m. Friday pay the following Friday (note holiday schedule changes)
11. Submit Overpayment in ANA immediately

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HRFE = Human Resources Front End
PARIS = Payroll Adjustment Request Interface System
- CPA = Current Pay Adjustment
- PUA = Prior Underpayment Adjustment
ANAL = Adjustment Notification Application

Controller 12/20/2019

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