UNIVERSITY OF ILLINOIS SYSTEM

Payroll Correction and Adjustment Guide – Bi-weekly Employees

Payroll correction options depend upon the stage of payment. See the Payroll Schedule and the OBFS News Feed for current deadlines, cutoff dates, and variations surrounding holidays.

Stage 1: During Time Entry (usually until noon Tuesday)

Issue/Status	Cause	Method of Correction
Timesheet not available (employee will not be paid on regular payroll)	New job has not been entered or applied to Banner. Adjustment required. **NOTE**: New job must be accurate and applied to Banner before starting the adjustment.	New Job Transaction in HRFE (must be applied to Banner) **AND** PUA in PARIS (Stage 3 or 4)
Timesheet not available or cannot be accessed	Security or time entry setup errors. Contact your Unit Security Contact (USC). See Time Entry Setup and Security.	Establish security access **AND** CPA or PUA in PARIS
Timesheet shows incorrect rate or available days	A Job Change was applied to Banner after the Job Change Cutoff. Timesheet is not valid and will not be in PARIS or the payroll calculation.	PUA in PARIS
Unable to extract or access timesheet	Routing queue is broken. Adjustment required. **NOTE**: See Stage 2 options if queue gets fixed	CPA in PARIS
Timesheet not correct, Web Time Entry	Employee entry error	Return timesheet to employee in Web Time Entry
Timesheet not correct, timesheet approved	Incorrect timesheet erroneously approved	CPA in PARIS

Stage 2: Noon Time Entry Cutoff to CPA Cutoff (usually Wednesday 10:00 am, see CPA Window Quick Guide)

Issue/Status	Cause	Method of Correction
Timesheet not submitted or approved, 12 pm through 5 pm	**NOTE**: Superuser can extract, enter, submit, and approve timesheets between the 12:00 noon time entry cutoff through 5 p.m.	Superuser intervention
Timesheet not correct, timesheet approved	Incorrect timesheet erroneously approved	CPA in PARIS
Timesheet not approved	Superuser not available or unable to approve.	CPA in PARIS
CPA transaction not available in PARIS, timesheet approved	New Job was applied to Banner after the Job Change Cutoff. Timesheet is not valid and will not be in PARIS or the payroll calculation.	PUA in PARIS
CPA transaction has incorrect rate or days in PARIS	A Job Change was applied to Banner after the Job Change Cutoff. Timesheet and PARIS reflect the job information effective at the time of the job change cutoff.	PUA in PARIS

Stage 3: Up to Pay Day

Issue/Status	Cause	Method of Correction
Employee is going to be underpaid	Timesheet or job errors. See PUA Adjustment Reasons Quick Guide.	PUA in PARIS
Employee is going to be overpaid	Timesheet or job errors. **NOTE**: Allow 2 days prior to payday to process a Pay Stop.	Pay Stop in ANA
After payroll calculation employee is not getting paid, or paid different from what was on the approved timesheet	New Job or Job Change was applied to Banner after the Job Change Cutoff. Payroll calculated based on the job information effective at the time of the job change cutoff. **NOTE**: If overpaid, allow 2 days prior to payday to process a Pay Stop.	PUA in PARIS **OR** Pay Stop in ANA (if overpaid)

Stage 4: After Pay Day

Issue/Status	Cause	Method of Correction
Employee is underpaid	Timesheet or job errors. See PUA Adjustment Reasons Quick Guide.	PUA in PARIS
Employee is overpaid	Timesheet or job errors.	Overpayment in ANA
Approved timesheet was correct. Employee did not get paid, or was paid incorrectly	New Job or Job Change was applied to Banner after the Job Change Cutoff. Payroll calculated based on the job information effective at the time of the job change cutoff.	PUA in PARIS **OR** Overpayment in ANA

Other Transactions

Transaction	Notes	Transaction Needed
Employee Recognition Award	Submit the payment request two weeks before the awards ceremony.	Employee Recognition Award in ANA
Separation	Make sure all jobs are terminated with a Separation Transaction in HRFE and applied to Banner. Then submit a PUA for the Benefits Payout.	Separation Transaction in HRFE **AND** PUA in PARIS

Acronym Key

HRFE = Human Resources Front End

PARIS = Payroll Adjustment Request Interface System

- **CPA** = Current Pay Adjustment
- **PUA** = Prior Underpayment Adjustment

ANA = Adjustment Notification Application