

## Payroll Correction and Adjustment Guide – Monthly Employees

Payroll correction options depend upon the stage of payment. See the [Payroll Schedule](#) for current deadlines, cutoff dates, and variations surrounding holidays.

### Stage 1: During CPA Correction Window (see [CPA Window Quick Guide](#))

| Issue/Status   | Cause  | Method of Correction   |
|--|--|--|
| Assigned Salary on job not correct                     | Job change has not been applied in Banner or did not make the job change cutoff.<br><b>NOTE:</b> Be sure to initiate the change in HRFE to validate the correction. The Personnel Date must reflect the intended effective date. | Job Change transaction in HRFE<br><b>AND</b><br>CPA in PARIS |
| CPA transaction not available in PARIS                 | New Job was applied to Banner after the Job Change Cutoff. Employee will not get paid.   | PUA in PARIS   |
| CPA transaction has incorrect Assigned Salary in PARIS | A Job Change was applied to Banner after the Job Change Cutoff. PARIS reflects the job information effective at the time of the job change cutoff.   | PUA in PARIS   |

### Stage 2: Up to Pay Day

| Issue/Status  | Cause   | Method of Correction                                       |
|---|---|--|
| Employee is going to be underpaid   | Job errors.<br>See <a href="#">PUA Adjustment Reasons Quick Guide</a> .   | PUA in PARIS   |
| Employee is going to be overpaid  | Job errors.<br><b>NOTE:</b> Allow 2 days prior to payday to process a Pay Stop.   | Pay Stop in ANA  |
| After payroll calculation employee is not getting 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.<br><b>NOTE:</b> If overpaid, allow 2 days prior to payday to process a Pay Stop. | PUA in PARIS<br><b>OR</b><br>Pay Stop in ANA (if overpaid) |

### Stage 3: After Pay Day

| Issue/Status                                       | Cause  | Method of Correction                            |
|--|--|---|
| Employee is underpaid                              | Job errors.<br>See <a href="#">PUA Adjustment Reasons Quick Guide</a> .  | PUA in PARIS                                    |
| Employee is overpaid                               | Job errors.  | Overpayment in ANA                              |
| 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<br><b>OR</b><br>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<br><b>AND</b><br>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