

Initiate a Relocation Assistance One-Time Moving Payment - Prior Underpayment Adjustment (PUA)

Units may, when funds are available, provide a one-time moving payment to new or transferred permanent, full-time members of the faculty, administrative, academic professional staff, and civil service staff.

The amount of the payment must be documented in a signed employment offer letter scanned under the OFFER-ACCEPTANCE LETTER document type in BDM.

See 8.11.1 Relocation Assistance [One-Time Moving Payment to the Employee](#).

Step	Task
1.	Log in to PARIS. a) Access PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/ . b) Log in.
2.	Select the employee to adjust. a) Enter employee’s UIN in the QUICK SEARCH field. OR Click EMPLOYEE SEARCH and select the criteria. NOTE: See the Performing an Advanced Employee Search Job Aid for help. b) Click the Search button. <i>The Payroll Record View (PRV) opens.</i>
3.	Select the pay event. NOTE: The transaction for relocation assistance cannot be initiated and reviewed until the first calendar day after the Current Adjustment Cutoff deadline. See the Payroll Schedule .
4.	Start the PUA. a) Click the ADJ button at the right side of the gray pay event accordion. <i>The PAY HISTORY tab displays a new row in yellow for the adjustment.</i> b) Select Agreements/Settlements from the Adjustment Reason menu under Pay Event Detail . NOTE: Event Type, Calc Method, and Print Method default appropriate to the adjustment reason and are not user editable.
5.	Select the job(s) to adjust. a) Click the JOBS accordion to display each active job for the pay period. b) Click the green job bar for the job to adjust. <i>Job Detail opens.</i>
6.	Select the earnings code. a) Select the REL – Relocation Payment earn code from the New Earn Code Selection menu. b) Click the Add New Earn Code button.

Step	Task
7.	<p>For Monthly or Bi-Weekly Exempt employees: Enter "1" in the Hours Or Units field. AND Enter the total dollar amount in the Special Rate field.</p> <p>OR For Bi-weekly Non-Exempt (hourly) employees: Enter the total dollar amount in the Special Rate field. AND Enter a "1" under any date.</p>
8.	<p>Edit the C-FOAPAL if needed.</p> <p>a) Click the Edit button. NOTE: See the Editing Labor Distributions in PARIS Job Aid for help.</p> <p>b) Click the Add LD button to insert an additional C-FOAPAL.</p>
9.	<p>Click the Save button (located lower left) and review changes. NOTE: Changed fields are highlighted in red. System updated fields are highlighted in green.</p>
10.	<p>Type a description for the payment.</p> <p>a) Click the green MEMOS tab (near the top). b) In the Memo box, type "Requesting a relocation assistance one-time payment. See scanned Offer Letter." c) Click the ADD button.</p>
11.	<p>Edit or enter your phone number in the INITIATOR PHONE NUMBER field if needed.</p>
12.	<p>Complete the transaction once all changes have been made.</p> <p>a) Click the Save button. b) Click the Route button.</p>

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