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.

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| **1.** | Log in to PARIS.  
   a) Access PARIS at: [https://hr.apps.uillinois.edu/hrFrontEnd/ana/](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.  
   The **Payroll Record View (PRV)** opens. |
| **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.  
   The **PAY HISTORY** tab displays a new row in yellow for the adjustment.  
   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.  
   **Job Detail** opens. |
| **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. |
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| 7.   | 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.  
     **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. |
| 8.   | Edit the C-FOAPAL if needed.  
     a) Click the **Edit** button.  
     **NOTE**: See the [Editing Labor Distributions in PARIS](#) Job Aid for help.  
     b) Click the **Add LD** button to insert an additional C-FOAPAL. |
| 9.   | Click the **Save** button (located lower left) and review changes.  
     **NOTE**: Changed fields are highlighted in red. System updated fields are highlighted in green. |
| 10.  | Type a description for the payment.  
     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. |
| 11.  | Edit or enter your phone number in the **INITIATOR PHONE NUMBER** field if needed. |
| 12.  | Complete the transaction once all changes have been made.  
     a) Click the **Save** button.  
     b) Click the **Route** button. |

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