

## Initiating a Current Pay Adjustment (CPA) for COVID-19 Emergency Sick Leave - Academic (Monthly) Employees

Employees who miss work due to COVID-19 may be eligible for two weeks of emergency sick leave paid at full pay or 2/3 pay. In addition, employees may be eligible for 10 weeks of COVID-19 expanded FMLA leave at 2/3 pay.

See the System HR [Families First Coronavirus Response Act](#) resource page for more information.

Human Resources will update job records as needed to accommodate emergency pay leave situations. If job records are not updated before payroll calculation, a CPA can be used to pay the employee correctly.

Step	Task
1.	Log in to PARIS. a) Open <a href="#">PARIS</a> . b) Log in.
2.	Select the employee to adjust. a) Enter employee's UIN in the <b>QUICK SEARCH</b> field. <b>OR</b> Click <b>EMPLOYEE SEARCH</b> and select the criteria. <b>NOTE:</b> See the <a href="#">Performing an Advanced Employee Search</a> Job Aid for help. b) Click the <b>Search</b> button. <i>The <b>Payroll Record View (PRV)</b> opens.</i>
3.	Select <b>Current Pay Adjustment</b> under the <b>TRANSACTIONS</b> menu. <b>NOTE:</b> This option is only available when the pay period is open for current pay adjustments.
4.	Select the current pay period.
5.	Select the job(s) to adjust. a) Click the <b>JOBS</b> accordion to display each active job for the pay period. b) Click the green job bar for the job to adjust. <i><b>Job Detail</b> opens.</i>
6.	Select the appropriate COVID-19 emergency sick leave earn code. a) Select the earn code from the <b>New Earn Code Selection</b> menu: <ul style="list-style-type: none"> <li>• <b>CO1 – COVID19 Sick Leave 100%</b></li> <li>• <b>CO2 – COVID19 Sick Leave 66.67%</b></li> <li>• <b>CO3 – COVID19 Expanded FMLA 66.67%</b></li> </ul> b) Click the <b>Add New Earn Code</b> button.
7.	Enter the number of emergency leave hours used in the <b>Hours Or Units</b> field.

Step	Task
8.	<p>Reduce regular pay to offset the emergency sick leave hours.</p> <ol style="list-style-type: none"> <li>1. Select the <b>ADD – Adjust Dollar Amount</b> earn code from the <b>New Earn Code Selection</b> menu.</li> <li>2. Enter the negative (-) value of emergency leave hours in the <b>Hours Or Units</b> field.  <b>NOTE:</b> The negative (-) number of hours must exactly match the positive (+) number of COVID19 hours entered on the CO1, CO2, and CO3 earn codes.</li> <li>2. Enter the hourly rate in the <b>Special Rate</b> field.  <b>NOTE:</b> Use the rate from the <b>Employee Jobs (NBAJOBS)</b> page in Banner, or look up the rate in the Human Resources Front End (HRFE).</li> </ol>
9.	<p>Click the <b>Save</b> button (located lower left) and review changes.  <b>NOTE:</b> Changed fields are highlighted in red. System updated fields are highlighted in green.</p>
10.	<p>Type a description for the payment.</p> <ol style="list-style-type: none"> <li>a) Click the green <b>MEMOS</b> tab (near the top).</li> <li>b) Enter a detailed description describing the COVID-19 emergency sick leave situation in the <b>Memo</b> box.</li> <li>c) Click the <b>ADD</b> button.</li> </ol>
11.	<p>Edit or enter your phone number in the <b>INITIATOR PHONE NUMBER</b> field if needed.</p>
12.	<p>Complete the transaction once all changes have been made.</p> <ol style="list-style-type: none"> <li>a) Click the <b>Save</b> button.</li> <li>b) Click the <b>Route</b> button.</li> </ol>

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