

Initiating a Current Pay Adjustment (CPA) for COVID-19 Emergency Sick Leave - Bi-weekly 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 PARIS . 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 Current Pay Adjustment under the TRANSACTIONS menu. NOTE: 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 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.	For Bi-weekly Hourly employees: Edit or enter the number of regular pay hours worked under the appropriate date. NOTE: Earnings edited or entered will overwrite any earnings submitted on the timesheet for the selected job. Existing earnings cannot be removed, but may be zeroed out. OR For Bi-weekly Exempt employees: Edit existing exception time (from timesheet), if required. NOTE: Editing the exception time will overwrite any earnings submitted on the timesheet for the selected job. Regular pay earnings cannot be edited. Exception time will automatically recalculate regular pay.

Step	Task
7.	Select the appropriate COVID-19 emergency sick leave earn code. <ol style="list-style-type: none"> a) Select the earn code from the New Earn Code Selection menu: <ul style="list-style-type: none"> • CO1 – COVID19 Sick Leave 100% • CO2 – COVID19 Sick Leave 66.67% • CO3 – COVID19 Expanded FMLA 66.67% b) Click the Add New Earn Code button.
8.	For Bi-weekly Hourly employees: Enter the number of emergency sick leave hours used under the appropriate date. OR For Bi-weekly Exempt employees: Enter the number of emergency sick leave hours used in the Hours or Units field. NOTE: Emergency leave hours will automatically recalculate regular pay.
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. <ol style="list-style-type: none"> a) Click the green MEMOS tab (near the top). b) Enter a detailed description describing the COVID-19 emergency sick leave situation in the Memo box. 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. <ol style="list-style-type: none"> 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.