

Initiating a Prior Underpayment Adjustment (PUA) - Foreign Sourced Income for Monthly Employees

Adjustments for academic professional appointments with Foreign Sourced Income (FSI) require specific steps, including the selection of **No Time Reported** as the **Adjustment Reason** regardless of the purpose for payroll adjustment, to ensure the appropriate withholding.

Step	Task
1.	<p>Log in to PARIS.</p> <ul style="list-style-type: none"> a) Access PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/. b) Log in.
2.	<p>Select the employee to adjust.</p> <ul style="list-style-type: none"> 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.	<p>Start the PUA.</p> <ul style="list-style-type: none"> a) Select the pay event. b) Click the ADJ button to the right. <i>The PAY HISTORY tab displays a new row in yellow for the adjustment.</i> c) Select No Time Reported from the Adjustment Reason menu under Pay Event Detail. <i>Event Type, Calc Method, and Print Method default appropriate to the adjustment reason and are not user editable.</i> NOTE: Review the jobs in more recent pay events to check for backdated personnel dates. The personnel date (PCD) is indicated on the job bar beginning with the pay period after the job change became effective.
4.	<p>Select the job(s) to adjust.</p> <ul style="list-style-type: none"> 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>
5.	<p>Enter the earnings.</p> <ul style="list-style-type: none"> a) Select the FSI – Foreign Sourced Income earn code from the New Earn Code Selection menu. b) Click the Add New Earn Code button. c) Enter the number of hours to be paid in the Hours Or Units field.
6.	<p>Edit the C-FOAPAL if needed.</p> <ul style="list-style-type: none"> 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.

Step	Task
7.	Click the Save button (located lower left) and review changes. NOTE: Changed fields are highlighted in red, system updated fields in green.
8.	Type a description for the payment. a) Click the green MEMOS tab (near the top). b) In the Memo box, type <i>Requesting payment of foreign sourced income</i> . c) Click the ADD button.
9.	If required, select another job from this pay period to adjust. AND/OR Select another pay period to adjust.
10.	Edit or enter your phone number in the INITIATOR PHONE NUMBER field if needed.
11.	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.