Initiating a Union Negotiated Vacation Payout

The Illinois Nurses Association (INA) and the SEIU Local 73 Technical (L-73) contracts allow for the annual payout of limited vacation benefits under the specific contract provisions.

Verify the contract specifications prior to initiating any transactions.

- **SEIU Local 73 Technical (L-73)** – Article 7.5 – Vacation Payouts
- **Illinois Nurses Association (INA)** – Article VII, Section 3, Paragraph D – Vacation Payouts

An annual allowable negotiated vacation payout requires two different adjustments that must be submitted:

1. Initiate a Prior Underpayment Adjustment (PUA) in PARIS to pay out the vacation hours requested according to the contract provisions.

2. Submit a Leave Balance Adjustment Request in the Adjustment Notification Application (ANA) to correct the employee’s vacation balance.

   **NOTE**: Do not submit the Leave Balance Adjustment Request until **after** the PARIS PUA transaction has been paid to the employee (disposition 70).

Initiate a PARIS PUA per contract provisions

1. Log in to PARIS.
   - Access PARIS at: [https://hr.apps.uillinois.edu/hrFrontEnd/ana/](https://hr.apps.uillinois.edu/hrFrontEnd/ana/).
   - Log in to PARIS.

2. Select the employee to adjust.
   - 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.
   - Click the **Search** button.
   - The **Payroll Record View (PRV)** opens.

3. Start the PUA.
   - Select the pay event.
   - Click the **ADJ** button to the right.
   - The **PAY HISTORY** tab displays a new row in yellow for the adjustment.
c. Select **Benefit Payout** from the **Adjustment Reason** menu under **Pay Event Detail**.

*Event Type, Calc Method, and Print Method* default appropriate to the adjustment reason and are not user editable.

4. Select the job 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.*

5. Enter the earnings.
   a. Select the **VAP – Vacation-PO** 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 under a pay event date.

6. 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.

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 of the payment.
   a. Click the green **MEMOS** tab (near the top).
   b. In the **Memo** box, type *Per (INA or L-73 Tech) union contract, paying (amount) vacation hours.*
   c. Click the **ADD** button.

9. Edit or enter your phone number in the **INITIATOR PHONE NUMBER** field if needed.

10. 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.
Submit an ANA Leave Balance Adjustment Request

The request for a Leave Balance Adjustment must be submitted after the PARIS PUA has been paid.

1. Log in to ANA.
   b. Log in.

2. Initiate the ANA Leave Balance Adjustment request.
   a. Enter employee’s UIN in the **ID (UIN)** field.
   b. Select **Leave Balance Adjustment** from the **Select Adjustment Type** menu.
   c. Click the Create button.
      
      **NOTE:** If the employee only holds one job, skip step 3 and go to step 4.

3. Identify the position to adjust.
   a. Select the appropriate position by reviewing the **Position, Description** and **Effective Date** fields.
   b. Click the **Continue** button.

4. Indicate the pay event to adjust.
   a. Enter the calendar year of the pay period in the **Pay Event Year** field.
   b. Enter the pay event number for the pay period in the **Pay No** field.
      
      **NOTE:** Click the lookup button next to the **Pay No** field for a list of period numbers and dates.
   c. Click the **Continue** button.

5. Enter vacation hours to adjust.
   a. Enter total vacation hours in the **Total Hours** field.
      
      **NOTE:** To decrease the vacation leave balance, enter a positive value.
   b. Enter VAP in the **Earn Code** field.
   c. Enter the total hours for VAP in the **Total Hours** field.
      
      **NOTE:** This will be a positive value and must match the value specified in the **Total Hours** field above.
   d. Enter the total hours for VAP under one date during the pay period.
      
      **NOTE:** This will be a positive value and must match the **Total Hours** field above and the **Total Hours** field to the left.
   e. Click the **Continue** button.
6. Enter contact information.
   a. Enter your name in the Contact Person field.
   b. Enter your phone number in the Phone field.
   c. Enter your e-mail address in the E-mail field.

7. Enter a description for the leave balance adjustment.
   a. In the Comments box, type Per (INA or L-73 Tech) union contract, paying (amount) vacation hours. Vacation leave balances need to be adjusted accordingly. See PARIS PUA benefit payout adjustment for pay event (Year BW Pay Number – Sequence).
   b. Click the Submit button to route the transaction to the Department Approver for review and approval.