# **Initiating a Current Pay Adjustment (CPA) for Illinois COVID-19 Paid Administrative Leave - Bi-weekly Exempt Employee**

Fully vaccinated employees who miss work due to COVID-19 may be eligible for paid COVID-19 administrative leave at full pay. Illinois paid COVID-19 administrative leave cannot be reported on a timesheet, so initiate a CPA and use the **CO5 – IL COVID19 Paid Admin Leave** earn code to report correctly.

See [COVID-19 Paid Administrative Leave](https://www.hr.uillinois.edu/leave/covid-19_paid_administrative_leave) or contact your Human Resources office for more information.

See the [CPA Window Quick Guide](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=253260) for when a CPA may be initiated and [Payroll Schedules](https://www.obfs.uillinois.edu/payroll/schedules/) for deadlines.

## **View the employee’s Payroll Record View (PRV)**

1. Log in to [PARIS](https://hr.apps.uillinois.edu/hrFrontEnd/ana/).
2. Select the employee to adjust.
	1. Enter the employee’s UIN in the **QUICK SEARCH** field.
	2. Click the **Search** button. *The* ***Payroll Record View (PRV)*** *opens.*

**NOTE:** If you don’t have the employee’s UIN, use the **EMPLOYEE SEARCH**. See the [Performing an Advanced Employee Search](https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=230915) job aid for help.

## **Adjust pay**

1. Select **Current Pay Adjustment** under the **TRANSACTIONS** menu.

**NOTE**: This option is only available when the pay period is open for current pay adjustments. Review the pay periods open for current pay adjustments in the yellow transaction alert window.

1. Select the jobs to adjust.
	1. Select (expand) the current pay period.
	2. Click the **JOBS** bar to display each active job for the pay period.
	3. Click the green job bar for the job to adjust. ***Job Detail*** *opens*.
2. Edit regular pay.

Reduce the hours in the **Hours OR Units** field of regular pay (RGE) to the number of hours worked.

1. Enter the Illinois COVID-19 paid administrative leave earn code and hours.
2. Select the **CO5 – IL COVID-19 Paid Admin Leave** earn code from the **New Earn Code Selection** list.
3. Click the **Add New Earn Code** button.
4. Enter the number of Illinois COVID-19 paid administrative leave hours used in the **Hours Or Units** field. The **CO5 – IL COVID-19 Paid Admin Leave** hours entered will **not** automatically reduce corresponding regular pay hours.
5. To save changes, click the **Save** button (lower left).

**NOTE**: You cannot edit the C-FOAPAL on Current Pay Adjustments.

1. Make additional corrections if required. Select another job from this pay period to adjust (Step 4).
2. Review changes.

## **Enter Memo**

1. Type a description for the adjustment.
	1. Click the green **MEMOS** tab.
	2. Click in the **Memo** box.
	3. Enter a detailed description explaining the Illinois COVID-19 paid administrative leave situation.
	4. Click the **Add** button.
	5. If necessary, edit your phone number listed in the **INITIATOR PHONE NUMBER** field.

## **Route**

1. Route the transaction.
	1. Click the **Route** button near the lower left of the screen once all changes have been made.
	2. Successful routing is displayed in the yellow dialogue box at the top of the screen.

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