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Initiating a Prior Underpayment Adjustment (PUA)

Agreement/Settlement for Monthly (Academic) Employees

A properly executed legal or union agreement to settle an employee grievance requires an adjustment to make the appropriate payroll payment. Settlements or legal agreements must be accompanied by the signed legal paperwork stipulating the payment instructions.

Step	Task
1.	Access **PARIS** at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/.
2.	Log in to **PARIS.**
3.	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.
4.	Click the **Search** button. *The **Payroll Record View (PRV)** opens.*
5.	Click the **Pay Event Year** of the pay period to adjust. *The **Pay History** set displays all pay events for the year selected.*
6.	Click the **ADJ** button at the right side of the gray pay event accordion. ***PAY HISTORY** tab displays a new row in yellow for the adjustment.* **NOTE:** Select a pay period the employee has received pay on, typically the last pay period paid.
7.	Click the **Adjustment Reason** menu under **Pay Event Detail**.
8.	Select **Agreements/Settlements**. **NOTE: Event Type**, **Calc Method**, and **Print Method** default appropriate to the adjustment reason and are not user editable.
9.	Click the **JOBS** accordion to display each active job for the pay period.
10.	Click the green job bar for the job to adjust. ***Job Detail** opens.*
11.	Click the **New Earn Code Selection** menu.
12.	Select an earn code. **ADD – Adjust Dollar Amt** if payment is subject to SURS. **OR** **SAP – Supplemental/Agreement Payment** if payment is not subject to SURS.
13.	Click the **Add New Earn Code** button. ***Payroll Record View** and **Earnings Detail** refresh.* **NOTE:** Scroll down to view and edit the **Earnings Detail**.
14.	Enter *1* in the **Hours Or Units** field. **AND** Enter the total dollar amount in the **Special Rate** field.

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15.	Click the **Edit** button to edit the C-FOAPAL, if needed. **NOTE:** See Editing Labor Distributions in ***PARIS*** Job Aid for help.
16.	Click the **Save** button located above or below the **Pay History** tab.
17.	Review changes. **NOTE:** Changed fields are highlighted in red. System updated fields are highlighted in green.
18.	Click the green **MEMOS** tab.
19.	Enter a detailed description for the transaction in the **Memo** box.
20.	Click the **ADD** button.
21.	Edit your phone number listed in the **INITIATOR PHONE NUMBER** field, if needed.
22.	Click the **Save** button.
23.	Click the **Route** button once all changes have been made.