

Initiating a Prior Underpayment Adjustment (PUA)

Additional Time for Bi-Weekly Hourly Employee

If a bi-weekly hourly (non-exempt) employee was paid but not all hours worked were recorded for that pay event, the Department Initiator must submit a PUA to pay that additional time to the employee.

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. <i>The Payroll Record View (PRV) opens.</i>
5.	Click the Pay Event Year of the pay period to adjust. <i>The Pay History set displays all pay events for the year selected.</i>
6.	Click the gray pay event accordion to review.
7.	Click the EVENT DETAILS accordion to view summary payroll information.
8.	Click the JOBS accordion to view all active jobs for the pay period.
9.	Click the green job bars to view payroll detail. NOTE: Review jobs in subsequent pay periods to check for backdated personnel dates.
10.	Click the ADJ button at the right side of the gray pay event accordion when review is complete. <i>PAY HISTORY tab displays a new row in yellow for the adjustment.</i>
11.	Click the Adjustment Reason menu under Pay Event Detail .
12.	Select Additional Time . NOTE: Event Type , Calc Method , and Print Method default appropriate to the adjustment reason and are not user editable.
13.	Click the JOBS accordion to display each active job for the pay period.
14.	Click the green job bar for the job to adjust. <i>Job Detail opens.</i>
15.	Click the New Earn Code Selection menu.
16.	Select an earn code.
17.	Click the Add New Earn Code button. <i>Payroll Record View and Earnings Detail refresh.</i> NOTE: Scroll down to view and edit the Earnings Detail .

Step	Task
18.	<p>If paying hours, enter the number of hours worked under the appropriate date.</p> <p>OR</p> <p>If paying a rate difference, enter the rate difference in the Special Rate field.</p> <p>AND</p> <p>Enter the number of hours worked under the appropriate date.</p> <p>OR</p> <p>If paying dollars, enter the total dollar amount in the Special Rate field.</p> <p>AND</p> <p>Enter "1" under any date.</p>
19.	<p>Click the Edit button to edit the C-FOAPAL if needed.</p> <p>NOTE: See the Editing Labor Distributions in PARIS Job Aid for help.</p>
20.	<p>Click the Save button located above or below the Pay History tab and review changes.</p> <p>NOTE: Changed fields are highlighted in red. System updated fields are highlighted in green.</p>
21.	<p>Add additional earnings as required (steps 15-20).</p> <p>OR</p> <p>Select another job from this pay period to adjust (steps 14-20).</p> <p>OR</p> <p>Select another pay period to adjust (steps 5-20).</p>
22.	Review changes.
23.	Click the green MEMOS tab.
24.	Enter a detailed description for each adjustment of the transaction in the Memo box.
25.	Click the ADD button.
26.	Edit your phone number listed in the INITIATOR PHONE NUMBER field if needed.
27.	Click the Save button.
28.	Click the Route button once all changes have been made.