

## 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.

### View the employee's Payroll Record View (PRV)

1. Log in to PARIS at: <https://hr.apps.uillinois.edu/hrFrontEnd/ana/>
2. Select the employee to adjust.
  - a. Enter the employee's UIN in the QUICK SEARCH field.
  - b. 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](#) job aid for help.

### Review the payroll history

3. Select the pay period to review(s) before adjusting.
  - a. Click the **Pay Event Year** of the pay period to review.
  - b. Click the **PAY HISTORY** bar of the pay period to review.

**NOTE:** Also review more recent pay periods to check for backdated personnel dates.
4. Review the pay event information.
  - a. Click the **EVENT DETAILS** bar to view summary payroll information.
  - b. Click the **JOBS** bar to view all active jobs for the pay period.
  - c. Check each green job bar for important information:
    - The personnel date (**PCD**) is when a job change should retroactively be effective. If payment has already been made, the **PCD** provides evidence that an adjustment is appropriate. Review more recent pay periods to check for backdated personnel dates.
    - If job information is not available, it is because no pay was received on that pay period.
  - d. Click the green job bar to expand and review the **Job Detail** and **Earnings Detail** of pay received for the pay event.

## Adjust pay

5. Click the **ADJ** button located on the right side of the gray **PAY HISTORY** bar to initiate the adjustment.
6. Select the adjustment reason.
  - a. Click the **Adjustment Reason** menu to expand the list.
  - b. Select **Additional Time Worked** from the list.

**NOTE:** PARIS automatically completes the **Event Type**, **Calc Method**, and **Print Method** based on the selected adjustment reason and are not user editable.
7. Add a new earn code.
  - a. Click the **JOBS** bar to display each active job for the pay period.
  - b. Click the green job bar for the job to adjust. **Job Detail** opens.
  - c. Click the **New Earn Code Selection** menu to expand the list.
  - d. Select the earn code from the list.
  - e. Click the **Add New Earn Code** button.
8. Enter the adjustment earnings.
  - a. Enter the needed hours or dollars to be adjusted.
    - If paying hours, enter the number of hours worked under the appropriate date.
    - If paying a rate difference, enter the rate difference in the **Special Rate** field and enter the number of hours under the appropriate date.
    - If paying dollars, enter the total dollar amount in the **Special Rate** field and enter "1" under any date.
  - b. Click the **Edit** button to edit the C-FOAPAL if needed.

**NOTE:** See the [Editing Labor Distributions in PARIS](#) job aid for help.
  - c. Click the **Save** button when all entries have been made.
9. Make additional changes if required:
  - Add additional earnings as required.
  - Select another job from this pay period to adjust.
  - Select another pay period to adjust.

**NOTE:** Multiple adjustments can be bundled into one transaction.
10. Review changes.

## Enter Memo

11. Enter a description for each adjustment in the transaction.

- a. Click the green **MEMOS** tab.
- b. Click in the **Memos** box.
- c. Enter a detailed description for the adjustment(s) made.  
**NOTE:** Include details for each timesheet missed, pay event adjusted, and/or the number of hours adjusted.
- d. Click the **Add** button.
- e. If necessary, edit your phone number listed in the **INITIATOR PHONE NUMBER** field.

## Route

12. Route the transaction.

- a. Click the **Route** button near the bottom left of the screen once all changes have been made.
- b. Successful routing is displayed in the yellow dialogue box at the top of the screen.