

## Initiating a Prior Underpayment Adjustment (PUA) – Job Change for Bi-Weekly Hourly Employees

A job change that is too late for a payroll calculation is reflected by a backdated **Personnel Date** in Banner. **Job Change** is the adjustment reason to pay hours or differences in pay rates.

**NOTE:** In some cases, you will need to adjust a different pay period than the one worked. For the job changes to take effect on the adjustment, you will need to adjust a pay period during which the job change is effective.

Step	Task
1.	<p>Log in to PARIS.</p> <ul style="list-style-type: none"> <li>a) Access PARIS at: <a href="https://hr.apps.uillinois.edu/hrFrontEnd/ana/">https://hr.apps.uillinois.edu/hrFrontEnd/ana/</a>.</li> <li>b) Log in.</li> </ul>
2.	<p>Select the employee to adjust.</p> <ul style="list-style-type: none"> <li>a) Enter employee's UIN in the <b>QUICK SEARCH</b> field. <b>OR</b> Click <b>EMPLOYEE SEARCH</b> and select the criteria. <b>NOTE:</b> See the <a href="#">Performing an Advanced Employee Search</a> Job Aid for help.</li> <li>b) Click the <b>Search</b> button. <i>The Payroll Record View (PRV) opens.</i></li> </ul>
3.	<p>Review the pay event you need to adjust.</p> <ul style="list-style-type: none"> <li>a) Select the <b>Pay Event Year</b> of the pay period to adjust if adjusting a previous year. <i>The Pay History set displays all pay events for the year selected.</i></li> <li>b) Click the gray pay event accordion to review the pay event.</li> <li>c) Click the <b>EVENT DETAILS</b> accordion to view summary payroll information.</li> <li>d) Click the <b>JOBS</b> accordion to view all active jobs for the pay period.</li> <li>e) Click the green job bars to view payroll detail. <b>NOTE:</b> Review jobs in subsequent pay events to check for backdated personnel dates. The personnel date (<b>PCD</b>) is indicated on the job bar beginning with the pay period the job change became effective.</li> </ul>
4.	<p>Start the PUA.</p> <ul style="list-style-type: none"> <li>a) Click the <b>ADJ</b> button at the right side of the gray pay event accordion. <i>PAY HISTORY tab displays a new row in yellow for the adjustment.</i></li> <li>b) Select <b>Job Change</b> from the <b>Adjustment Reason</b> menu under <b>Pay Event Detail</b>. <b>NOTE: Event Type, Calc Method, and Print Method</b> default appropriate to the adjustment reason and are not user editable.</li> </ul>
5.	<p>Select the job(s) to adjust.</p> <ul style="list-style-type: none"> <li>a) Click the <b>JOBS</b> accordion to display each active job for the pay period.</li> <li>b) Click the green job bar for the job to adjust. <i>Job Detail opens.</i></li> </ul>
6.	<p>Select an adjustment earnings code.</p> <ul style="list-style-type: none"> <li>a) Select an earn code from the <b>New Earn Code Selection</b> menu. <b>NOTE:</b> Use the adjust dollars earn code for most <b>Job Change</b> adjustments.</li> <li>b) Click the <b>Add New Earn Code</b> button. <i>Payroll Record View and Earnings Detail refresh.</i> <b>NOTE:</b> Scroll down to view and edit the <b>Earnings Detail</b>.</li> </ul>

Step	Task
7.	<p>If paying hours, enter the number of hours worked under the appropriate date.</p> <p><b>OR</b></p> <p>If paying a rate difference, enter the rate difference in the <b>Special Rate</b> field.</p> <p><b>AND</b></p> <p>Enter the number of hours worked at the different rate under the appropriate date.</p> <p><b>OR</b></p> <p>If paying dollars, enter the total dollar amount in the <b>Special Rate</b> field.</p> <p><b>AND</b></p> <p>Enter "1" under any date.</p>
8.	<p>Edit the C-FOAPAL if needed.</p> <p>a) Click the <b>Edit</b> button.</p> <p><b>NOTE:</b> See the <a href="#">Editing Labor Distributions in PARIS</a> Job Aid for help.</p> <p>b) Click the <b>Add LD</b> button to insert an additional C-FOAPAL.</p>
9.	<p>Click the <b>Save</b> button (located lower left) and review changes.</p> <p><b>NOTE:</b> Changed fields are highlighted in red. System updated fields are highlighted in green.</p>
10.	<p>Add additional earnings as required (steps 6-9).</p> <p><b>OR</b></p> <p>Select another job from this pay period to adjust (steps 5-9).</p> <p><b>OR</b></p> <p>Select another pay period to adjust (steps 3-9).</p>
11.	<p>Type a description for why the adjustment is needed.</p> <p>a) Click the green <b>MEMOS</b> tab (near the top).</p> <p>b) Enter a detailed description for each adjustment of the transaction in the <b>Memo</b> box.</p> <p>c) Click the <b>ADD</b> button.</p>
12.	<p>Edit or enter your phone number in the <b>INITIATOR PHONE NUMBER</b> field if needed.</p>
13.	<p>Complete the transaction once all changes have been made.</p> <p>a) Click the <b>Save</b> button.</p> <p>b) Click the <b>Route</b> button.</p>

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