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.

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| 1.   | Log in to PARIS.  
|      | a) Access PARIS at: [https://hr.apps.uillinois.edu/hrFrontEnd/ana/](https://hr.apps.uillinois.edu/hrFrontEnd/ana/). 
|      | b) Log in. |
| 2.   | Select the employee to adjust.  
|      | a) 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.  
|      | b) Click the **Search** button.  
|      | The **Payroll Record View (PRV)** opens. |
| 3.   | Review the pay event you need to adjust.  
|      | a) Select the **Pay Event Year** of the pay period to adjust if adjusting a previous year.  
|      | The **Pay History** set displays all pay events for the year selected.  
|      | b) Click the gray pay event accordion to review the pay event.  
|      | c) Click the **EVENT DETAILS** accordion to view summary payroll information.  
|      | d) Click the **JOBS** accordion to view all active jobs for the pay period.  
|      | e) Click the green job bars to view payroll detail.  
|      | **NOTE:** Review jobs in subsequent pay events to check for backdated personnel dates.  
|      | The personnel date (PCD) is indicated on the job bar beginning with the pay period the job change became effective. |
| 4.   | Start the PUA.  
|      | a) 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.  
|      | b) Select **Job Change** from the **Adjustment Reason** menu under **Pay Event Detail**.  
|      | **NOTE:** Event Type, Calc Method, and Print Method default appropriate to the adjustment reason and are not user editable. |
| 5.   | Select the job(s) to adjust.  
|      | a) Click the **JOBS** accordion to display each active job for the pay period.  
|      | b) Click the green job bar for the job to adjust.  
|      | **Job Detail** opens. |
| 6.   | Select an adjustment earnings code.  
|      | a) Select an earn code from the **New Earn Code Selection** menu.  
|      | **NOTE:** Use the adjust dollars earn code for most Job Change adjustments.  
|      | b) Click the **Add New Earn Code** button.  
|      | **Payroll Record View** and **Earnings Detail** refresh.  
<p>|      | <strong>NOTE:</strong> Scroll down to view and edit the <strong>Earnings Detail</strong>. |</p>
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| 7.   | If paying hours, enter the number of hours worked under the appropriate date.  
**OR**  
If paying a rate difference, enter the rate difference in the **Special Rate** field.  
**AND**  
Enter the number of hours worked at the different rate under the appropriate date.  
**OR**  
If paying dollars, enter the total dollar amount in the **Special Rate** field.  
**AND**  
Enter “1” under any date. |
| 8.   | Edit the C-FOAPAL if needed.  
**a)** Click the **Edit** button.  
**NOTE:** See the [Editing Labor Distributions in PARIS](#) Job Aid for help.  
**b)** Click the **Add LD** button to insert an additional C-FOAPAL. |
| 9.   | Click the **Save** button (located lower left) and review changes.  
**NOTE:** Changed fields are highlighted in red. System updated fields are highlighted in green. |
| 10.  | Add additional earnings as required (steps 6-9).  
**OR**  
Select another job from this pay period to adjust (steps 5-9).  
**OR**  
Select another pay period to adjust (steps 3-9). |
| 11.  | Type a description for why the adjustment is needed.  
**a)** Click the green **MEMOS** tab (near the top).  
**b)** Enter a detailed description for each adjustment of the transaction in the **Memo** box.  
**c)** Click the **ADD** button. |
| 12.  | Edit or enter your phone number in the **INITIATOR PHONE NUMBER** field if needed. |
| 13.  | Complete the transaction once all changes have been made.  
**a)** Click the **Save** button.  
**b)** Click the **Route** button. |

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