Reviewing/Approving a Prior Underpayment Adjustment (PUA)

The Department Reviewer reviews and approves PARIS PUA transactions by routing them to the Campus Apply stop.

**NOTE:** PARIS PUA transactions routed to the Campus Apply stop by 5:00 p.m. Friday will pay the following Friday. Schedule changes around holidays will be communicated.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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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 transaction to review.  
|      | a) Click the **IN/OUTBOXES** menu.  
|      | b) Click the **GROUP INBOXES** selection.  
|      | c) Select the checkbox next to the transaction to review.  
|      | d) Click the **Select** button. |
| 3.   | Review the adjustment.  
|      | a) Click the **Take Ownership** button.  
|      | b) Select the **Pay Event Year** of the adjustment.  
|      | c) Click the red **Pay Event** accordion to review the adjustment.  
|      | d) Click the red **EVENT DETAILS** accordion to review summary payroll info.  
|      | e) Review the **Adjustment Reason**.  
|      | f) Click the red **JOBS** accordion to view all active jobs for the pay period.  
|      | g) Click the red job bars for the job(s) being adjusted.  
|      | h) Review the **Earnings Detail**.  
|      | **NOTE:** Fields with proposed changes are highlighted in red. System updated fields are highlighted in green. |
| 4.   | If transaction is not correct, take one of the following actions:  
|      | Edit the adjustment earnings, then click the **Save** button.  
|      | **OR**  
|      | Return the transaction.  
|      | a) Enter a comment explaining why the transaction is being returned in the **Memo** box. See Step 5.  
|      | b) Click the **Return** button.  
|      | **NOTE:** A returned transaction is routed to the **Group Inbox** and generates an email notification to the Department Initiator. |
| 5.   | Enter a comment in the **MEMOS** section.  
|      | a) Click the green **MEMOS** tab.  
|      | b) Enter a comment approving the transaction in the **Memo** box. Detail any corrections made to the transaction.  
|      | **OR**  
|      | Enter a comment explaining why the transaction is being returned.  
|      | c) Click the **ADD** button. |
| 6.   | Click the **Route** button to approve all changes. |