UNIVERSITY OF ILLINOIS SYSTEM

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.

Step	Task
1.	Log in to PARIS. a) Access PARIS at: 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.