

## 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 12:00 noon on Tuesday pay the following Friday.

Step	Task
1.	Access <b>PARIS</b> at: <a href="https://hr.apps.uillinois.edu/hrFrontEnd/ana/">https://hr.apps.uillinois.edu/hrFrontEnd/ana/</a> .
2.	Log in to <b>PARIS</b> .
3.	Click the <b>IN/OUTBOXES</b> menu.
4.	Click the <b>GROUP INBOXES</b> selection.
5.	Click the checkbox in the <b>Select</b> column next to the transaction to review.
6.	Click the <b>Select</b> button.
7.	Click the <b>Take Ownership</b> button.
8.	Click the <b>Pay Event Year</b> of the adjustment.
9.	Click the red <b>Pay Event</b> accordion to review the adjustment.
10.	Click the red <b>EVENT DETAILS</b> accordion to review summary payroll information.
11.	Review the <b>Adjustment Reason</b> .
12.	Click the red <b>JOBS</b> accordion to view all active jobs for the pay period.
13.	Click the red job bars for the job(s) being adjusted. <b>NOTE:</b> Review jobs in subsequent pay periods to check for backdated personnel dates.
14.	Review the <b>Earnings Detail</b> . <b>NOTE:</b> Fields with proposed changes are highlighted in red. System updated fields are highlighted in green.
15.	Click the green <b>MEMOS</b> tab.
16.	Enter a comment approving the transaction in the <b>Memo</b> box. <b>OR</b> Enter a comment explaining why the transaction was edited or returned in the <b>Memo</b> box.
17.	Click the <b>ADD</b> button.
18.	If the transaction is not correct, click the <b>Return</b> button. <b>OR</b> Edit the adjustment earnings. <b>NOTE:</b> A returned transaction is routed to the <b>Group Inbox</b> and generates an email notification to the Department Initiator.
19.	Click the <b>Route</b> button to approve all changes.