

## Initiating a Prior Underpayment Adjustment (PUA)

### Benefit Payout for Bi-Weekly Hourly Employees

If a bi-weekly hourly (non-exempt) employee is ending employment with the university, or changing to an employee class that is not benefits eligible, any vacation hours, compensable sick hours and earned compensable time must be paid out to the employee.

Before you begin the transaction in **PARIS**, confirm that all leave balances for the employee are accurate in **Banner**. Also start the separation transaction in the **HR Front End (HRFE)** application. This will give you the calculated weighted rate of pay to use in the **PARIS** adjustment transaction.

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.	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 Job Aid</a> for help.
4.	Click the <b>Search</b> button. <i>The <b>Payroll Record View (PRV)</b> opens.</i>
5.	Click the <b>Pay Event Year</b> of the pay period to adjust. <i>The <b>Pay History</b> set displays all pay events for the year selected.</i>
6.	Click the gray pay event accordion to review.
7.	Click the <b>EVENT DETAILS</b> accordion to view summary payroll information.
8.	Click the <b>JOBS</b> accordion to view all active jobs for the pay period.
9.	Click the green job bars to view payroll detail.
10.	Click the <b>ADJ</b> button at the right side of the gray pay event accordion when review is complete. <i><b>PAY HISTORY</b> tab displays a new row in yellow for the adjustment.</i>
11.	Click the <b>Adjustment Reason</b> menu under <b>Pay Event Detail</b> .
12.	Select <b>Benefit Payout</b> . <b>NOTE:</b> <b>Event Type</b> , <b>Calc Method</b> , and <b>Print Method</b> default appropriate to the adjustment reason and are not user editable.
13.	Click the <b>JOBS</b> accordion to display each active job for the pay period.
14.	Click the green job bar for the job to adjust. <i><b>Job Detail</b> opens.</i>
15.	Click the <b>New Earn Code Selection</b> menu.

Step	Task
16.	<p>Select an earn code.</p> <ul style="list-style-type: none"> <li>• <b>ATS</b> – Sick Terminal Benefits Pay Out</li> <li>• <b>ATV</b> – Vacation Terminal Benefits Pay Out</li> <li>• <b>PCM</b> – Pay Out – Compensatory Time</li> </ul> <p>Less commonly used benefit payout earn codes are:</p> <ul style="list-style-type: none"> <li>• <b>ATW</b> – Sick Term Waived Pay Out</li> <li>• <b>FHP</b> – Negotiated Floating Holiday Payout – Hospital</li> <li>• <b>VAP</b> – Negotiated Vacation Payout – Hospital</li> <li>• <b>VCC</b> – Vacation Transfer Conversion Balances</li> </ul> <p><b>NOTE:</b> Consult HR for specific uses of these earn codes.</p>
17.	<p>Click the <b>Add New Earn Code</b> button.</p> <p><b>Payroll Record View and Earnings Detail refresh.</b></p> <p><b>NOTE:</b> Scroll down to view and edit the <b>Earnings Detail</b>.</p>
18.	<p>Enter the weighted or manually calculated rate of pay from the <b>HRFE</b> separation transaction in the <b>Special Rate</b> field. See the <b>Separation</b> tab of the <b>HRFE</b> transaction for this number.</p> <p><b>NOTE:</b> Skip this step if using the <b>VCC</b> or <b>PCM</b> earn codes.</p>
19.	<p>Enter the number of eligible benefit hours under a pay event date.</p>
20.	<p>Click the <b>Edit</b> button to edit the C-FOAPAL, if needed.</p> <p><b>NOTE:</b> See the <a href="#">Editing Labor Distributions in PARIS Job Aid</a> for help.</p>
21.	<p>Click the <b>Save</b> button located above or below the <b>Pay History</b> tab and review changes.</p>
22.	<p>Add additional earnings as required (steps 15-21).</p>
23.	<p>Review changes.</p> <p><b>NOTE:</b> Changed fields are highlighted in red. System updated fields are highlighted in green.</p>
24.	<p>Click the green <b>MEMOS</b> tab.</p>
25.	<p>Enter a detailed description for each adjustment of the transaction in the <b>Memo</b> box.</p>
26.	<p>Click the <b>ADD</b> button.</p>
27.	<p>Edit your phone number listed in the <b>INITIATOR PHONE NUMBER</b> field, if needed.</p>
28.	<p>Click the <b>Save</b> button.</p>
29.	<p>Click the <b>Route</b> button once all changes have been made.</p>