

PARIS Prior Underpayment Adjustment (PUA) Quick Guide

| Adjustment Reason | Description | Earnings Codes | Employees Affected |
|------------------------|--|---|---|
| Additional Time Worked | Employee was paid incorrectly because time was underreported or incorrectly reported. Additional hours or pay need to be submitted. | <ul style="list-style-type: none"> • A15 – Adj 1.5x Salary • ADD – Adjust Dollar Amount • ADO – Adjust Dollars Other (BW SA, HG, and EH only) • ADH – Adjust Hours Paid • AHO – Adjust Hours Other (BW SA, HG, and EH only) • TUP – Temporary Upgrade | <ul style="list-style-type: none"> • BW Hourly – Positive time entry • MN – FLSA overtime reporting • MN – 0% FTE adjustments • Lump Sum |
| No Time Reported | Employee was not paid because the timesheet was not submitted for the pay period. Fellowship or lump sum adjustments for missed pay or underpayment due to backdated job change, requiring no PPACA* tracking (APH) to be reported. | <ul style="list-style-type: none"> • A15 – Adj 1.5x Salary • ADD – Adjust Dollar Amount • ADO – Adjust Dollars Other (BW SA, HG, and EH only) • ADH – Adjust Hours Paid • AFD – Adjust Fellowship Dollars (GB and PC only) • AGD – Adjust Grad Hourly Dollars (HG only) • AGH – Adjust Grad Hourly Hours (HG only) • AHO – Adjust Hours Other (BW SA, HG, and EH only) • TUP – Temporary Upgrade • (CEL, MIN, AUT, etc.) – BW Allowances and stipends | <ul style="list-style-type: none"> • BW – Positive time entry • BW – Allowances/stipends • MN – Fellowship • Feeder |
| Job Change | Employee was paid incorrectly because of a backdated job change. Rate increases, DP payouts, or unpaid days / hours need to be submitted. Payments that require no PPACA tracking (APH) to be reported. | <ul style="list-style-type: none"> • A15 – Adj 1.5x Salary • ADD – Adjust Dollar Amount • ADO – Adjust Dollars Other (BW SA, HG, and EH only) • ADH – Adjust Hours Paid • AGD – Adjust Grad Hourly Dollars (HG only) • AGH – Adjust Grad Hourly Hours (HG only) • AHO – Adjust Hours Other (BW SA, HG, and EH only) • TUP – Temporary Upgrade • (CEL, MIN, AUT, etc.) – MN Allowances and stipends | <ul style="list-style-type: none"> • BW (all) – Unpaid days, rate changes • MN – Unpaid days, rate changes • MN – Deferred payout (DP Job) • MN – Allowances/stipends |
| Late Job Posting | Employee was not paid because a new job posted in Banner too late for payroll calculation. Monthly Academic adjustments using ADD will automatically calculate and default APH for PPACA* tracking. | <ul style="list-style-type: none"> • A15 – Adj 1.5x Salary • ADD – Adjust Dollar Amount • ADO – Adjust Dollars Other (BW SA, HG, and EH only) • ADG – Adjust Dollar Amount - GEO (GA) • ADH – Adjust Hours Paid • AHO – Adjust Hours Other (BW SA, HG, and EH only) • TUP – Temporary Upgrade | <ul style="list-style-type: none"> • All except Fellowship |



| Adjustment Reason | Description | Earnings Codes | Employees Affected |
|----------------------------|--|--|---|
| Benefit Payout | Payment of accrued benefits such as vacation, compensable sick, comp time, negotiated payout, etc. (usually for a separation or group change). | <ul style="list-style-type: none"> • ATS – Sick Terminal Benefits Pay Out • ATV – Vacation Terminal Benefits Pay Out • PCM – Pay Out – Compensatory Time • VCC – Vacation Transfer Conversion Balances | <ul style="list-style-type: none"> • All employee groups with compensable benefits • UIC Hospital – Negotiated vacation • Urbana – Compensable time payout |
| Deceased Employee | Adjustment needed for final payment and reporting for a deceased employee. | <ul style="list-style-type: none"> • SB1 – Survivor Benefits – Current Year Death – Sick • SB2 – Survivor Benefits – Current Year Death – Vacation • SB3 – Survivor Benefits – Current Year Death – Regular Pay • SB4 – Survivor Benefits – Prior Year Death – Sick • SB5 – Survivor Benefits – Prior Year Death – Vacation • SB6 – Survivor Benefits – Prior Year Death – Regular Pay | <ul style="list-style-type: none"> • All employee groups |
| Union Retro Pay Increase | Union negotiated retroactive pay increase was not included on the retro file load. | <ul style="list-style-type: none"> • RP0 – Retro Pay • RP1 – Retro Pay • RP2 – Retro Pay • RP3 – Retro Pay • RP4 – Retro Pay • RP5 – Retro Pay • RP6 – Retro Pay • RP7 – Retro Pay • RP8 – Retro Pay • RP9 – Lump Sum – No SURS (HR use only) • RPA – Retro Pay • RPB – Retro Pay | <ul style="list-style-type: none"> • All union represented employee groups |
| Seasonal Camp | For example, paying staff workers for camp during summer or winter break (SA, HG, and EH). | <ul style="list-style-type: none"> • XSC – Summer Camp | <p>Only these BW employee groups:</p> <ul style="list-style-type: none"> • SA • HG • EH |
| Agreements/ Settlements | Union/legal decisions requiring adjustment of payroll. NOTE: Requires signed legal agreement | <ul style="list-style-type: none"> • ADD – Adjust Dollars • ADO – Adjust Dollars Other (BW SA, HG, and EH only) • SAP – Supplemental/Agreement Payment – No SURS | <ul style="list-style-type: none"> • All employee groups |

*PPACA = Patient Protection and Affordable Care Act