

## Reviewing/Approving a Current Pay Adjustment (CPA)

The Department Reviewer reviews and approves **PARIS** CPA transactions by routing them to the Campus Apply stop. See the [Payroll Schedule](#) for calc. schedules and CPA deadlines.

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 red <b>Pay Event</b> accordion to review the adjustment.
9.	Click the red <b>EVENT DETAILS</b> accordion to review summary payroll information.
10.	Click the red <b>JOBS</b> accordion to view all active jobs for the pay period.
11.	Click the red job bars for the job(s) being adjusted.
12.	Review the <b>Earnings Detail</b> .
13.	If the transaction is not correct, edit the adjustment earnings. <b>NOTE:</b> You cannot return a CPA to the Department Initiator.
14.	Click the <b>Save</b> button located above or below the <b>Pay History</b> tab and review changes.
15.	Click the green <b>MEMOS</b> tab.
16.	Enter a comment approving the transaction in the <b>Memo</b> box.
17.	Click the <b>ADD</b> button.
18.	Click the <b>Route</b> button to approve all changes.