

## Initiating a Current Pay Adjustment (CPA)

### Bi-Weekly Exempt Employees

You can initiate a Current Pay Adjustment to correct an employee's timesheet that has been approved for the current pay period. See the [Payroll Schedule](#) for calc. schedules and CPA deadlines.

You cannot edit the C-FOAPAL on Current Pay Adjustments. Existing earnings cannot be removed, but may be zeroed out.

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.	Review pay periods open for current pay adjustments in the yellow transaction alert window.
6.	Select <b>Current Pay Adjustment</b> under the <b>TRANSACTIONS</b> menu. <b>NOTE:</b> This option is only available when the pay period is open for current pay adjustments.
7.	Click the gray pay event accordion of the current pay period.
8.	Click the <b>EVENT DETAILS</b> accordion to view summary payroll information.
9.	Click the <b>JOBS</b> accordion to view all active jobs for the pay period.
10.	Click the green job bar for the job to adjust. <i><b>Job Detail</b> opens.</i>
11.	Edit existing exception time, if required. <b>NOTE:</b> Editing the exception time will overwrite any earnings submitted on the timesheet for the selected job. Regular pay earnings cannot be edited. Exception time will automatically recalculate regular pay.
12.	Click the <b>Save</b> button located above or below the <b>Pay History</b> tab and review changes.
13.	To report additional earnings, click the <b>New Earn Code Selection</b> menu.
14.	Select an earn code.
15.	Click the <b>Add New Earn Code</b> button. <i><b>Payroll Record View</b> and <b>Earnings Detail</b> refresh.</i> <b>NOTE:</b> Scroll down to view and edit the <b>Earnings Detail</b> .
16.	Enter the number of hours in the <b>Hours Or Units</b> field.
17.	Click the <b>Save</b> button located above or below the <b>Pay History</b> tab and review changes.

Step	Task
18.	Add additional earnings as required (steps 13-17). <b>OR</b> Select another job from this pay period to adjust (steps 9-17).
19.	Click the green <b>MEMOS</b> tab.
20.	Enter a detailed description for each adjustment of the transaction in the <b>Memo</b> box.
21.	Click the <b>ADD</b> button.
22.	Edit your phone number listed in the <b>INITIATOR PHONE NUMBER</b> field, if needed.
23.	Click the <b>Save</b> button.
24.	Click the <b>Route</b> button once all changes have been made.