

Initiating a Current Pay Adjustment (CPA)

Bi-Weekly Hourly Non-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 PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/ .
2.	Log in to PARIS .
3.	Enter employee's UIN in the QUICK SEARCH field. OR Click EMPLOYEE SEARCH and select the criteria. NOTE: See the Performing an Advanced Employee Search Job Aid for help.
4.	Click the Search button. <i>The Payroll Record View (PRV) opens.</i>
5.	Review pay periods open for current pay adjustments in the yellow transaction alert window.
6.	Select Current Pay Adjustment under the TRANSACTIONS menu. NOTE: 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 EVENT DETAILS accordion to view summary payroll information.
9.	Click the JOBS accordion to view all active jobs for the pay period.
10.	Click the green job bar for the job to adjust. <i>Job Detail opens.</i>
11.	Edit or enter the number of hours worked under the appropriate date. NOTE: Earnings edited or entered will overwrite any earnings submitted on the timesheet for the selected job.
12.	Click the Save button located above or below the Pay History tab and review changes.
13.	To add earnings, click the New Earn Code Selection menu.
14.	Select an earn code.
15.	Click the Add New Earn Code button. <i>Payroll Record View and Earnings Detail refresh.</i> NOTE: Scroll down to view and edit the Earnings Detail .
16.	Enter the number of hours worked under the appropriate date.
17.	Click the Save button located above or below the Pay History tab and review changes.

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