

Current Pay Adjustment Window Quick Guide

Bi-Weekly Employees

Employee Type	Monday	Tuesday	Wednesday Before 10:00 am
Civil Service Exempt	<ul style="list-style-type: none"> Initiate transaction. Default hours viewable in PARIS. 	<ul style="list-style-type: none"> Initiate transaction. Default hours viewable in PARIS. 	<ul style="list-style-type: none"> Initiate transaction. Default hours viewable in PARIS.
Civil Service Non-Exempt	<ul style="list-style-type: none"> Initiate transaction only if timesheet has been approved. Work Schedule viewable in PARIS. 	<ul style="list-style-type: none"> For approved timesheets, initiate transaction. For unapproved timesheets, initiate transaction only after 12 pm. Work Schedule viewable in PARIS. 	<ul style="list-style-type: none"> Initiate transaction. Actual payroll data from Banner viewable in PARIS.
Positive Time	<ul style="list-style-type: none"> Initiate transaction only if timesheet has been approved. No payroll data viewable in PARIS. 	<ul style="list-style-type: none"> For approved timesheets, initiate transaction. For unapproved timesheets, initiate transaction only after 12 pm. No payroll data viewable in PARIS. 	<ul style="list-style-type: none"> Initiate transaction. Actual payroll data from Banner viewable in PARIS.
Feeders	<ul style="list-style-type: none"> May not initiate CPA. 	<ul style="list-style-type: none"> Initiate transaction. No payroll data viewable in PARIS. 	<ul style="list-style-type: none"> Initiate transaction. Actual payroll data from Banner viewable in PARIS.

Monthly Employees

Calc Begins	Day 1 of Calc	Day 2 of Calc Before 10:00 am
<ul style="list-style-type: none"> 5:00 pm calc kicks off. No CPA allowed. 	<ul style="list-style-type: none"> Initiate transaction. No payroll data viewable in PARIS. 	<ul style="list-style-type: none"> Initiate transaction. Actual payroll data from Banner viewable in PARIS.