UNIVERSITY OF ILLINOIS SYSTEM

Initiate an FLSA Overtime Adjustment –Prior Underpayment Adjustment (PUA)

Units must submit a PARIS PUA for overtime hours worked by salaried non-exempt Academic and Civil Service employees for the pay period in which it was earned.

See the Fair Labor Standards Act (FLSA): Salaried Non-Exempt Employees FACT SHEET for more information regarding salaried non-exempt employee status and related compliance procedures.

Step	Task
1.	Log in to PARIS. a) Access PARIS at: https://hr.apps.uillinois.edu/hrFrontEnd/ana/. b) Log in.
2.	Select the employee to adjust. a) 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. b) Click the **Search** button. *The **Payroll Record View (PRV)** opens.*
3.	Select the pay event. **NOTE**: The transaction for FLSA overtime hours cannot be initiated and reviewed until the first calendar day after the Current Adjustment Cutoff deadline. See the Payroll Schedule.
4.	Start the PUA. a) Click the **ADJ** button at the right side of the gray pay event accordion. *The **PAY HISTORY** tab displays a new row in yellow for the adjustment.* b) Select **Additional Time Worked** from the **Adjustment Reason** menu under **Pay Event Detail**. **NOTE**: **Event Type**, **Calc Method**, and **Print Method** default appropriate to the adjustment reason and are not user editable.
5.	Select the job(s) to adjust. a) Click the **JOBS** accordion to display each active job for the pay period. b) Click the green job bar for the job to adjust. *Job Detail opens.*
6.	Select the earnings code. a) Select the appropriate overtime earn code from the **New Earn Code Selection** menu. b) Click the **Add New Earn Code** button. **NOTE**: The OPS earn code should be used to record hours worked in excess of 7.5/8.0 hours per day or 37.5/40 hours per week, and to be paid at a rate of time and half. The OPT earn code should be used to pay straight overtime, the number of hours worked in excess of the employee's scheduled day or work week but less than 7.5/8.0 hours per day or 37.5/40 hours per week.

Step	Task
7.	For Monthly or Bi-Weekly Exempt employees: Enter the hours in the **Hours Or Units** field.
8.	Edit the C-FOAPAL if needed. a) Click the **Edit** button. **NOTE**: See the Editing Labor Distributions in PARIS Job Aid for help. For sponsored funds, please also see Section 16.1.3 of the Policy and Procedures Manual. b) Click the **Add LD** button to insert an additional C-FOAPAL.
9.	Click the **Save** button (located lower left) and review changes. **NOTE**: Changed fields are highlighted in red. System updated fields are highlighted in green.
10.	Type a description for the payment. a) Click the green **MEMOS** tab (near the top). b) In the **Memo** box, type "FLSA overtime payment." c) Click the **ADD** button.
11.	Edit or enter your phone number in the **INITIATOR PHONE NUMBER** field if needed.
12.	Complete the transaction once all changes have been made. a) Click the **Save** button. b) Click the **Route** button.

NOTE: To cancel a transaction before routing it, select **Delete Entire Transaction** from the **TRANSACTIONS** menu.