

BUSINESS & FINANCE

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4.3.1 Adjust an Employee's Pay (Underpayments)

Policy Statement

Submit a payroll adjustment for a biweekly or monthly paid employee for any of the following:

- Additional pay that was not reported or paid earlier
- Hourly rate changes
- Additional hours worked
- Separation vacation or sick leave due

Procedure

To adjust an employee's pay:

1. Enter the pay adjustment in the Payroll Adjustment Request Interface System (PARIS).
2. Submit the adjustment to the Processing Section of University Payroll and Benefits (UPB).
3. Correct pay adjustments submitted and approved by 5:00 P.M. Friday will be paid by the following Friday. Terminal vacation and sick leave adjustments submitted and approved by 5:00 P.M. Friday will be paid by the following Friday.

Related Policies and Procedures

**4.1.5 Handle
Unclaimed
Payroll Checks**

**Avoiding
Payroll
Problems**

**Payroll Roles in
Banner and
ANA**

**Payroll
Deductions**

**4.2.1 Submit
Employee Work
Time**

**4.2.2 Report Tip
Income**

**4.3.1 Adjust an
Employee's Pay
(Underpayments)**

**4.3.2 Process
Payments for
Employment-
Related
Agreements**

**4.3.3 Process
Employee
Recognition
Awards**

**4.3.4 Correct
Payroll
Overpayments**

**4.3.5 Submit
Taxable Fringe
Benefit
Payments**

**4.3.6 Process
Payroll
Separation****4.3.4 Correct Payroll Overpayments****4.3.6 Process Payroll Separation Vacation and Sick Leaves**

Additional Resources

Payroll Calculators**Payroll and Earnings Training Materials****PARIS Resource Page**

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**Vacation and
Sick Leaves**

Business and Finance

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