

BUSINESS & FINANCE

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Policies & Procedures

4 Payroll

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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

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## Additional Resources

[Payroll Calculators](#)

[Payroll and Earnings Training Materials](#)

[PARIS Resource Page](#)

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Business and Finance | Effective: March 2010

**Vacation and  
Sick Leaves**

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## Business and Finance

For questions or concerns about the BusFin site, please contact [sharedservices@uillinois.edu](mailto:sharedservices@uillinois.edu).

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