

# Verifying Pay for Start of Fall Semester New Hires and Employee Record Changes



process



systems



service

## To Verify the Transaction is Correctly Routed and Applied

*Determine if the transaction will be processed on time.*

1. [HR Front End > Audit Trail \(Tab\)](#) [TIP 1]
  - Review transaction list.
  - Verify the date the transaction was routed to UIC HR.
  - Determine current approval status/ownership.
  - If necessary, route the transaction to the appropriate department.

## To Process a Pay Adjustment on an Applied Transaction

*If the employee will not be paid as expected.*

1. [PARIS](#)
  - Process PARIS pay adjustment as soon as transaction is applied.

## To Manage a Late/Incorrect Payment

*If the employee will not be paid as expected.*

1. **Notify the Employee of Delay**
  - Inform the employee the scheduled payment will not match their expectations.
  - Explain WHY they will not be paid on time.
  - Explain WHAT is going to be done to correct the issue and WHEN.
  - Tell the employee YOU will keep them informed.
2. Monitor progress of the payment on a daily basis.
  - [PARIS > Payroll Distribution](#)
  - [BANNER > Payroll History](#)
  - When the [PARIS](#) transaction and [Banner](#) Payroll History screen reflect disposition 60 or 70 you can confirm the date employee will be paid.
3. **Notify the Employee of Resolution**
  - Inform employee as soon as the adjustment is applied by Payroll in [PARIS](#).
  - Confirm the expected amount and date to be paid.
4. **Confirm Payment with the Employee**
  - On the actual pay date, contact the employee and ask them to confirm banking deposit and that the correct amount was paid.

## RESPONSIBILITIES

It is the responsibility of the unit/college HR representative to verify the completion of all employee pay transactions, correct transaction errors, and otherwise ensure the employee is paid the correct amount on the payroll date.

Should a transaction result in a late or incorrect payment, it is the responsibility of the unit/college HR representative to contact the employee and manage the successful completion of the pay adjustment.

## SUPPORT

UIC HR Help Desk  
312.413.4848  
[uicrhhelpdesk@uic.edu](mailto:uicrhhelpdesk@uic.edu)

UIC HR Welcome Center  
312.996.0840

## [TIP 1]

Applied transactions and Payroll information can also be viewed in EDDIE, View Direct, or the UHR Reporting Portal (Apply Listing, Daily Transaction).