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

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
uichrhelpdesk@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).