

Payroll Correction and Adjustment Guide Bi-weekly Exempt Employee

Timesheets cannot be edited to reduce pay for Civil Service Exempt employees. You can initiate a Current Pay Adjustment (CPA) to record unpaid time for a bi-weekly paid Civil Service Exempt employee. This would be the preferred method for correcting pay and the employee will receive the correct pay on pay day. See the [University Payroll Schedule](#) for the CPA deadlines.

If you miss the CPA deadline, you can take the following actions to avoid an overpayment to the employee:

Timeframe

1. Up to two days prior to pay day.
 - a. Submit a Pay Stop in ANA to avoid the overpayment. The Pay Stop will prevent all pay due to the employee from paying.
 - b. After payroll calculation, submit a PARIS PUA for any pay due to the employee.
2. After pay day.
 - a. Submit an Overpayment in ANA to begin the payroll correction and collection process.