



HR Processing FAQs

What timeframe should be used to pay the new hire sign-on incentive?

Use the next pay period for it to pay automatically.

Do I need to reattach the offer letter to the lump sum job?

Yes.

Do I need to process a PARIS PUA?

This will not be needed if the lump sum job is processed in the current pay period. If the job is added for the previous pay period a pay adjustment will be required.

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