

## Submitting an Overpayment Adjustment Request for a Bi-Weekly Employee

If your department identifies an overpayment, the Department Originator must enter and submit an overpayment adjustment request in the **Adjustment Notification Application (ANA)**.

**If the overpayment occurred as the result of an incorrect job record, first correct the job record in the HR Front End** application. Then, submit an **ANA** request for overpayment, starting with step 1 below.

**If the overpayment was charged to an inappropriate FOAPAL, first correct the distribution in Banner** using the **Labor Redistribution Form (PZAREDS)** to move any overpaid restricted funds to an unrestricted FOAPAL. See the [Performing Labor Redistributions](#) job aid for steps. Then wait one business day and submit an **ANA** Overpayment Adjustment, starting with step 1 below.

Overpaid funds may not be transferred to a C-FOAPAL related to cost share or program income in connection with a sponsored project, or any other restricted funding source. Please contact your campus Grants and Contracts Office if you have questions.

If any restricted funding source remains on the pay period overpaid, complete the [GC-91](#) form and submit it to your campus Grants and Contracts Office.

**NOTE:** Enter a separate overpayment adjustment request for each job that was overpaid.

Step	Task
1.	Log in to <b>ANA</b> at <a href="https://ana.uillinois.edu/">https://ana.uillinois.edu/</a> .
2.	Enter the UIN of the overpaid employee in the <b>ID (UIN)</b> field.
3.	Select <b>Overpayment Adjustment</b> from the <b>Select Adjustment Type</b> menu.
4.	Click the <b>Create</b> button. <b>NOTE:</b> If the employee only holds one job, skip steps 5-6 and go to step 7.
5.	Select the position overpaid.
6.	Click the <b>Continue</b> button.
7.	Enter the calendar year of the overpayment in the <b>Pay Event Year</b> field.
8.	Enter the pay event number for the pay period overpaid in the <b>Pay No</b> field. <b>NOTE:</b> Click the lookup button next to the <b>Pay No</b> field for a list of period numbers and dates.
9.	Click the <b>Continue</b> button.
10.	Enter the total hours that should have been reported for this pay period in the <b>Total Hrs/Units</b> field.
11.	Enter the correct earnings code (3-character code) in the <b>Earn Code</b> field. <b>NOTE:</b> Click the lookup button next to the <b>Earn Code</b> field for a list of earnings codes.
12.	Enter the total hours for the earnings code in the <b>Total Hrs/Units</b> field.
13.	Enter the correct hours or units under each date of the pay period. <b>NOTE:</b> Use the <b>Sum</b> button to check that totals are correct.
14.	Click the <b>Add Another Row</b> button to add another earn code.
15.	Enter or update the <b>C-FOAPAL</b> string to credit in the <b>Recovered overpayments will be credited to this FOAPAL</b> section. <b>NOTE:</b> An unrestricted C-FOAPAL is required for the transaction to continue.

Step	Task
16.	Enter or update the <b>C-FOAPAL</b> string to charge the Payroll Service Fee to in <b>The Payroll Service Fee will be charged to this FOAPAL</b> section. <b>NOTE:</b> You cannot edit the <b>Account Code</b> field. An unrestricted C-FOAPAL is required for the transaction to continue.
17.	If required, select the check box certifying all necessary labor redistributions have been performed and the GC-91 form will be routed to the Principal Investigator (PI) within 10 days. <b>NOTE:</b> Click the link to open the online form before selecting this box.
18.	Click the <b>Continue</b> button.
19.	Enter your name in the <b>Contact Person</b> field.
20.	Enter your phone number in the <b>Phone</b> field.
21.	Enter your e-mail address in the <b>E-mail</b> field.
22.	Enter comments about the overpayment in the <b>Comments</b> field. Describe the overpayment in as much detail as possible, including how the overpayment occurred.
23.	Click the <b>Submit</b> button.