Approving an Overpayment Adjustment for Department Approvers

The Department Approver is responsible for approving an ***ANA*** adjustment. You will receive an e-mail notification when you have a transaction in your ***ANA* Work List** to approve. After you approve the adjustment, it is removed from your **Work List** and sent to the Payroll Approver.

Step	Task
1.	Log in to ***ANA*** at https://ana.uillinois.edu/.
2.	Locate the transaction to approve in your **Work List**. **NOTE:** Transactions will show **Dept Approval** under the **Activity** column.
3.	Click the employee's name.
4.	Review the adjustment details.
5.	Click the **Continue** button.
6.	Complete the **Comments** field.
7.	Click the **Approve** button.

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