Editing an Overpayment Adjustment Request

If an ***ANA*** transaction is returned to you, you need to make the appropriate edits and resubmit for approval. You will receive an e-mail notification when you have a transaction to correct.

For a Bi-Weekly Employee

Step	Task
1.	Log in to ***ANA*** at https://ana.uillinois.edu/.
2.	Locate the transaction to edit in your **Work List**. **NOTE:** Transactions will show **Correction** under the **Activity** column.
3.	Click the employee's name.
4.	Review the adjustment details.
5.	Click the **Edit** button.
6.	Click the **Continue** button.
7.	Enter the total hours/amount that should have been reported for this pay period in the **Total Hrs/Units** field.
8.	Edit or enter the correct earnings code (3-character code) in the **Earn Code** field, if required. **NOTE:** Click the lookup button next to the **Earn Code** field for a list of earnings codes.
9.	Edit or enter the total hours/amount for the earnings code in the **Total Hrs/Units** field, if required.
10.	Edit or enter the correct hours or units under each date of the pay period, if required. **NOTE:** Use the **Sum** button to check that totals are correct.
11.	Click the **Add Another Row** button to add another earn code, if required.
12.	Enter or update the **C-FOAPAL** string to credit in the **Recovered overpayments will be credited to this FOAPAL** section, if required.
13.	Enter or update the **C-FOAPAL** string to charge the Payroll Service Fee to in **The Payroll Service Fee will be charged to this FOAPAL** section, if required.
14.	Click the **Continue** button.
15.	Complete the **Comments** field
16.	Click the **Submit** button.

For a Monthly Employee

Step	Task
1.	Log in to ***ANA*** at https://ana.uillinois.edu/.
2.	Locate the transaction to edit in your **Work List**. **NOTE:** Transactions will show **Correction** under the **Activity** column.
3.	Click the employee's name.
4.	Review the adjustment details.

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Step	Task
5.	Click the **Edit** button.
6.	Click the **Continue** button.
7.	Edit the total dollar amount that should have been paid for this pay period in the **Total Amount** field, if required.
8.	Edit or enter the correct earnings code (3-character code) in the **Earn Code** field, if required. **NOTE:** Click the lookup button next to the **Earn Code** field for a list of earnings codes.
9.	Click the **Add Another Row** button to add another earn code, if required.
10.	Enter or update the **C-FOAPAL** string to credit in the **Recovered overpayments will be credited to this FOAPAL** section, if required.
11.	Enter or update the **C-FOAPAL** string to charge the Payroll Service Fee to in **The Payroll Service Fee will be charged to this FOAPAL** section, if required.
12.	Click the **Continue** button.
13.	Complete the **Comments** field.
14.	Click the **Submit** button.

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