UNIVERSITY OF ILLINOIS SYSTEM

Submitting a Pay Stop Request

If you need to cancel a payment to an employee, you must submit a pay stop request in the **Adjustment Notification Application (ANA)**. The unit must approve the pay stop request and University Payroll and Benefits (UPB) must receive the request no later than 5:00pm three days before the pay date.

For Direct Deposits: Meeting this deadline ensures that the payment does not get deposited into the employee's account. Missing this deadline could result in funds not returned to the University.

For Check Distributions: Checks should be returned to UPB with the Return Payroll Checks form.

Step	Task
1.	Log in to **ANA** at https://ana.uillinois.edu/.
2.	Enter the employee's UIN in the **ID (UIN)** field.
3.	Select **Pay Stop** from the **Select Adjustment Type** menu.
4.	Click the **Create** button. **NOTE**: If the employee only holds one job, skip steps 5-6 and go to step 7.
5.	Select the position for the pay stop.
6.	Click the **Continue** button.
7.	Review the information shown.
8.	Click the **Continue** button.
9.	Enter your name in the **Contact Person** field.
10.	Enter your phone number in the **Phone** field.
11.	Enter your e-mail address in the **E-mail** field.
12.	Enter comments about the pay stop in the **Comments** field. Describe the pay stop in as much detail as possible, including the reason for the pay stop and any other information the Approver will need.
13.	Click the **Submit** button.