

**Office of Business and Financial Services  
University Payroll**

***Adjustment Notification Application (ANA)  
Guide***

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## **Topics**

- Login procedures
- General procedures for initiating an *ANA* adjustment (Department Originator)
- General procedures for approving an *ANA* adjustment (Department Approver)
- Detailed procedures for Department Originators and Department Approvers covering the following available adjustment types:
  - Pay event adjustments
  - Awards
  - Taxable benefits
  - Leave balance adjustments
  - Pay stops
- Handling items returned for rework
- Handling rejected items
- Record locking

## ABOUT THE ADJUSTMENT NOTIFICATION APPLICATION (ANA)

The **Adjustment Notification Application (ANA)** is a secure web-based application used by University departments to initiate requests for payroll adjustments that cannot be processed with the **Banner Adjustment Processing Form (PZAADJT)** or with next pay period adjustments such as those noted below. This guide will detail the procedures for completing available **ANA** transactions. (**Note:** For consistency, the **Adjustment Processing Form** in **ANA** is labeled **PZAADJT** as it is in **Banner**.)

**ANA** permits departments to:

- Submit and approve requests to University Payroll to correct time entry errors when timesheets are in an approved status but before the final payroll calculation.
- Submit and approve requests to University Payroll to process adjustments for overpayments and to send overpayment letters.
- Submit and approve requests to University Payroll to process award payments for employees.
- Submit and approve requests to University Payroll to process taxable benefits.
- Notify Human Resources to update leave benefits for exempt and non-exempt Civil Service employees.
- Notify University Payroll to stop payment to an employee after payment has been calculated but not yet distributed.

When transactions are processed in **ANA**, information is verified in **Banner**, e.g., the job of an employee. However, information processed in **ANA** does not automatically update **Banner** payroll or employee records. Once an **ANA** payroll adjustment is approved, a Payroll Processor will enter it into **Banner**. A Human Resources Processor will enter leave adjustments into **Banner**.

The following roles are assigned to **ANA** users:

- Department Originator: Person in the department who initiates an **ANA** adjustment.
- Department Approver: Person in the department who is responsible for approving an **ANA** adjustment.

If you have one or both of these roles in **SCT Workflow**, you will have the same role(s) in **ANA**.

## ADJUSTMENT NOTIFICATION APPLICATION LOGIN PROCESS

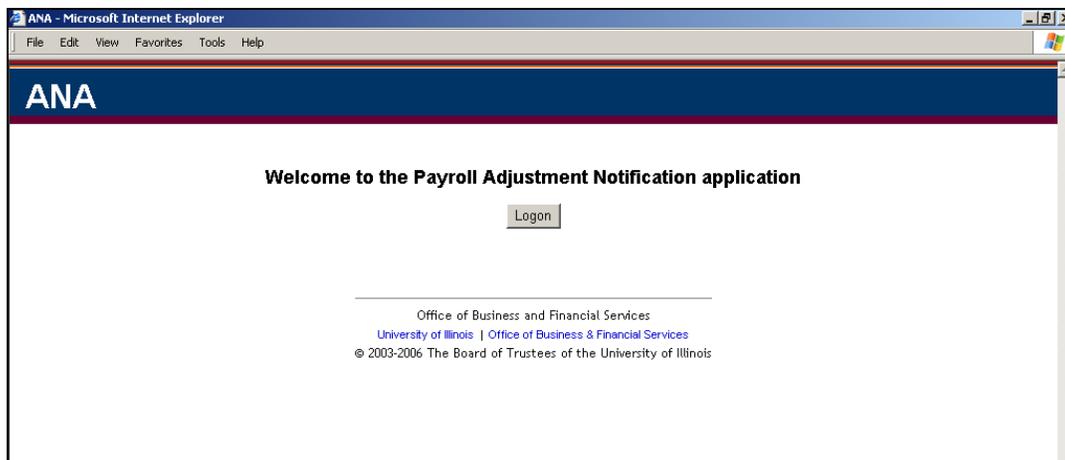
You will use your enterprise ID and password to log into the **Adjustment Notification Application (ANA)**.

To log into *ANA* from the OBFS homepage <http://www.obfs.uillinois.edu/>, select **Payroll & Earnings**, the **Adjustment Notification Application (ANA)** link, and then **ANA Login** under the **Helpful Links** section of that page.

**Result:** You will see the **Adjustment Notification Application** login page.

**Note:** *ANA* also may be accessed from the **Banner Alerts and Resources** web page as well as from the **Enterprise Applications** website (under Human Resources).

- 1) Click the **Logon** button.
- 2) Type your enterprise ID and password into the appropriate fields.



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3) Click the **Login** button.

**Result:** The **Adjustment Notification Application (ANA)** window will display. You will be able to select your transaction from a drop-down list of adjustment types. (If instead you see the message that you have no roles, you must contact your Unit Security Contact to request authorization.) Current transactions will display in the **ANA Work List**. You may search for transactions by using the search fields in the **Find a Payroll Adjustment** section of the **ANA** window.

Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Paige060_Janet</a>	120112060	2-208039	Dept Approval	PayEvent	1/25/2005 3:52 PM	ANA00528
<a href="#">Carey060_William</a>	120111060	2-208039	Dept Approval	Award	1/25/2005 2:29 PM	ANA00524
<a href="#">Markill060_Hank</a>	120114060	2-208039	Dept Approval	PayEvent	1/17/2005 12:05 PM	ANA00461
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

**Note:** It is strongly advised that you log out of **ANA** when you have finished with your transactions. Closing the browser without logging out may allow unauthorized use of the application with your login. The **Logout** link is displayed in the upper right corner of every **ANA** screen.

## GENERAL PROCEDURES FOR INITIATING AN ANA ADJUSTMENT (DEPARTMENT ORIGINATOR)

- 1) Log into ANA with your enterprise ID and password.
- 2) Enter the employee's UIN.
- 3) Select an ANA adjustment type from the drop-down list.
- 4) Click the **Create** button.

**Result:** You will see the transaction window that corresponds with your selected adjustment type.

ANA

Find | Logout

Create a payroll adjustment: ID(UIN): 667013971 Select Adjustment Type Create

Select Adjustment Type

Pay Stop  
Award Payment  
Taxable Benefit  
Separation Pay  
Leave Balance Adjustment  
Pay Event Adjustment

Employee Name	UIN	Chart/Org	Ad	Date Created	Transaction #
---------------	-----	-----------	----	--------------	---------------

Find

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity: Any Activity Chart/Orgn Code: All Organization Codes

Find

**Note:** You may need to select a job before you see the transaction screen for the adjustment type. If so, click the appropriate radio button for the appropriate job (based on the effective date) and click the **Continue** button when the appropriate selection has been made.

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- 5) Click the **Continue** button to advance to each screen of information and enter the appropriate information in the fields for the Pay Event. Required fields are marked with a red asterisk (\*). Use the **Reset Form** button to restore original values.

**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-Exempt

**PZAADJT** Transaction #: ANA00527

\* = Required Field

ID: 120115060 Thomas Verlain060 P75060 00 LAB ANIM CARE TECHN 2 (LU) effective 7-1-2003

Time Sheet Orgn Code: 2 - 208039

\*Pay Event: Year: 2004 Pay ID: BW Pay No: 26

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100.00

**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-exempt

**PZAADJT PHAHOURL** Transaction #: ANA00527

\* = Required Field

ID: 120115060 Thomas Verlain060

\*This adjustment corrects an:  Over payment  Under payment

**Hours paid for Pay Event 2004 BW 26**

Total Hours: 0

**Hours that SHOULD have been paid:**

Total Hours: 60.0

*Earn Code	*Total Hours	Sun Dec 5	Mon Dec 6	Tue Dec 7	Wed Dec 8	Thu Dec 9	Fri Dec 10	Sat Dec 11	Sun Dec 12	Mon Dec 13	Tue Dec 14	Wed Dec 15	Thu Dec 16	Fri Dec 17	Sat Dec 18	Total
REG	60.0			7.5	7.5	7.5	7.5				7.5	7.5	7.5	7.5		60.00
																0.00

TOTAL 60.00

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**Note:** *PHAHOUR* fields will differ depending on the employee type:

- For bi-weekly employees, enter the **Total Hours** that should have been paid. For monthly employees, enter the **Total Amount** that should have been paid.
  - Enter the **Earn Code(s)**.
  - For bi-weekly employees, enter the hours that should have been paid. For monthly employees, enter the amount for each specified earn code.
- 6) Enter any information into the **Comments** field of the **Submit** screen needed by the Department Approver, Human Resources Approver or Payroll Approver to process the transaction.
- 7) Change any contact information (if necessary).

The screenshot shows the ANA web application interface for a 'Prior Pay Event Adjustment Non-exempt'. The transaction number is ANA00527. The form includes fields for Contact Person (Terri Sutton), Phone (312 413 9966), and E-mail (tss@uic.edu). The Comments field contains the text: '1/25/2005 Training TRAINING30 Hours worked by Thomas were not approved on schedule.' There are 'Submit' and 'Delete Transaction' buttons at the bottom.

- 8) Click the **Submit** button.  
**Result:** The item is routed to the Department Approver's Work List. *ANA* sends an e-mail to the Department Approver stating that there is an *ANA* item in his/her Work List.
- 9) Start another adjustment item or click the **Logout** button to exit *ANA*.

**Notes:**

- If the work item is approved and entered into **Banner** by University Payroll or Human Resources, it will reappear in your Work List with an **Activity** status of **Completed**. At this point, you may delete the transaction or leave it in the Work List indefinitely.
- Check your Work List periodically for items with **Correction** or **Not Approved** statuses. If the Department Approver, Human Resources Approver or Payroll Approver rejects your transaction, *ANA* will send you an e-mail notification.

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## GENERAL PROCEDURES FOR APPROVING AN ANA ADJUSTMENT (DEPARTMENT APPROVER)

You will receive an e-mail notification that there is an ANA Work List item for your review.

- 1) Log into ANA with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the ANA window.

**ANA** Find | Logout

Create a payroll adjustment: ID(UIN):  Select Adjustment Type

Work List						
Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Verlaine060_Thomas</a>	120115060	2-208039	Dept Approval	PayEvent	1/25/2005 3:26 PM	ANA00527
<a href="#">Carey060_William</a>	120111060	2-208039	Dept Approval	Award	1/25/2005 2:29 PM	ANA00524
<a href="#">Markill060_Hank</a>	120114060	2-208039	Dept Approval	PayEvent	1/17/2005 12:05 PM	ANA00461
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

**Find a Payroll Adjustment** [Top](#)

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity:  Chart/Orgn Code:

- 3) Click the name of the employee.  
**Result:** The item opens for your review and edits.
- 4) Click the **Continue** button to advance to the next screen of information.

**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-exempt

Transaction #: ANA00527

ID: 120115060 Thomas Verlaine060 P75060 00 LAB ANIM CARE TECHN 2 (LU) effective 7-1-2003

This adjustment corrects an under payment

Time Sheet Orgn Code: 2 - 208039

Pay Event: 2004 BW 26

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100

Total Hours: 60

Earn Code	Total Hours	Sun Dec 5	Mon Dec 6	Tue Dec 7	Wed Dec 8	Thu Dec 9	Fri Dec 10	Sat Dec 11	Sun Dec 12	Mon Dec 13	Tue Dec 14	Wed Dec 15	Thu Dec 16	Fri Dec 17	Sat Dec 18	Total
REG	60		7.50	7.50	7.50	7.50				7.50	7.50	7.50	7.50		60.00	

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- 5) Click the **Edit** button to add information or make changes (if necessary). Required fields are marked with a red asterisk (\*).
- 6) Review the Department Originator's comments on the **Submit** screen.

**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-exempt

PZAADJT PHAHOUR **Submit** Transaction #: ANA00527

\* = Required Field

ID: 120115060 Thomas Verlain060

\*Contact Person: Dana.Lee

\*Phone: (312) 413 - 9968

\*E-mail: dslee@uic.edu

Comments: 1/25/2005 FAB TRAINING30 Hours worked by Thomas were not approved on schedule.  
\*1/25/2005 Training TRAINING30 Approved

Approve Reject Return for Rework Save Delete Transaction

- 7) Enter any needed information in the **Comments** field. (See the following steps.)
- 8) Use the appropriate buttons on the **Submit** screen to approve the transaction, return it to the Department Originator for rework or to reject the transaction.

### **Approve**

- 1) Enter any information in the **Comments** field needed by the Human Resources Approver and/or the Payroll Approver to process the transaction.
- 2) Click the **Approve** button.  
**Result:** The item is removed from the Department Approver's Work List and is forwarded to the Human Resources Approver or to the Payroll Approver. History on the item is started once the Department Approver approves the item.

### **Reject**

- 1) State why the transaction cannot be approved in the **Comments** field.
- 2) Click the **Reject** button.  
**Result:** The item is removed from the Department Approver's Work List. ANA will notify the Department Originator by e-mail that the transaction has been disapproved. The Department Originator must log into ANA, locate the item in his/her Work List, open it and click the **Delete** button. The item is then removed from the Department Originator's Work List.

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**Return for Rework**

- 1) State what the Department Originator needs to revise in the **Comments** text field.
- 2) Click the **Return for Rework** button.

**Result:** The item is removed from the Department Approver's Work List. *ANA* will notify the Department Originator by e-mail that the transaction must be reworked. The Department Originator must log into *ANA* and locate the item in his/her Work List. It will have an **Activity** status of **Correction**. After making the necessary changes, the Department Originator re-submits the item to the Department Approver.

**Delete**

Click the **Delete** button.

**Result:** The item is deleted from the Department Approver's Work List.

**Note:** Use the **Save** button if you plan to finish working with the item later but want to save your work.

**Warning:** If you open an *ANA* transaction and decide not to finish the tasks associated with your role, you should click the **Save** button. The **Save** function removes any reservations on the *ANA* record. If you exit the *ANA* record without saving or without completing the tasks for your role, the record will be "locked." A locked record cannot be accessed by another user. For instructions on how to "unlock" an *ANA* transaction, see the **Record Locking** section in this guide.

## ADJUSTMENT TYPES

### Pay Event Adjustments

Pay Event adjustments fall into two categories:

- When University Payroll is requested to correct time entry errors for timesheets that are in an approved status but the final payroll calculation has not yet occurred.
- When University Payroll is requested to process an adjustment for an overpayment to the employee.

### Scenario

An employee did not turn in their paper timesheet to their supervisor and overtime was worked during the pay period. The timesheet was approved in *PHATIME* with only regular hours worked. University Payroll has not run its final calculation.

### Procedure

- The Department Originator will initiate an *ANA* adjustment to amend the timesheet hours to include the overtime hours.
- The Department Approver will approve the adjustment request. The request is then routed to the Payroll Approver.

### *Steps for Department Originator*

- 1) Log into *ANA* with your enterprise ID and password.
- 2) Enter the employee's UIN.
- 3) Select **Pay Event Adjustment** from the drop-down list of adjustment types.

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ANA Find | Logout

Create a payroll adjustment: ID(UIN):  Select Adjustment Type

Employee Name	UIN	Chart/Org	Date Created	Transaction #
<a href="#">Carey060, William</a>	120111060	2-208039	1/25/2005 2:29 PM	ANA00524
<a href="#">Markill060, Hank</a>	120114060	2-208039	1/17/2005 12:05 PM	ANA00461
<a href="#">Zirconia060, Q</a>	120117060	2-208039	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060, Q</a>	120117060	2-208039	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060, Q</a>	120117060	2-208039	11/15/2004 1:20 PM	ANA00177

**Find a Payroll Adjustment** [Top](#)

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity:  Chart/Orgn Code:

4) Click the **Create** button.

**Result:** The **Payroll Adjustment (PZAADJT)** screen of the ANA window displays. (You may need to select the employee's position before this window displays. If so, select the position from those available and click the **Continue** button.)

ANA Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-Exempt

**PZAADJT** Transaction #: ANA00528

\* = Required Field

ID: 120112060 Janet Paige060 P72060 00 C NWS SUPPLY ATTENDANT effective 7-1-2003

Time Sheet Orgn Code: 2 - 208039

\*Pay Event: Year:  Pay ID:  Pay No:

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100.00

5) Enter the **Pay Event** information (year, pay ID, pay number). Use the blue search button to view available **Pay Events**.

6) Click the **Continue** button.

**Result:** The **On-Line Time Entry (PHAHOUR)** screen of the ANA window displays.

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- 7) Enter information into the appropriate fields including whether the adjustment corrects an underpayment or overpayment and the associated hours.

**ANA** Worklist | Find | Logout

**Current Pay Period (Disposition Less Than 40)**  
Non-exempt

**PZAADJT PHAHOURL** Transaction #: ANA00528

\* = Required Field

ID: 120112060 Janet Paige060

\*This adjustment corrects an:  Over payment  Under payment

**Hours paid for Pay Event 2004 BW 26**  
Total Hours: 0

**Hours that SHOULD have been paid:**  
Total Hours: 81.00

*Earn Code	*Total Hours	Sun Dec 5	Mon Dec 6	Tue Dec 7	Wed Dec 8	Thu Dec 9	Fri Dec 10	Sat Dec 11	Sun Dec 12	Mon Dec 13	Tue Dec 14	Wed Dec 15	Thu Dec 16	Fri Dec 17	Sat Dec 18	Total
REG	75.0		7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5		75.00
OVR	6.0				4.0	2.0										6.00

[Add Another Row](#)

TOTAL 81.00

[Continue](#)

- 8) Click the **Continue** button.  
**Result:** The **Submit** screen appears.
- 9) Change any contact information (if necessary).
- 10) Enter any information into the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to approve the transaction.

**ANA** Worklist | Find | Logout

**Current Pay Period (Disposition Less Than 40)**  
Non-exempt

**PZAADJT PHAHOURL** **Submit** Transaction #: ANA00528

\* = Required Field

ID: 120112060 Janet Paige060

\*Contact Person:

\*Phone: (  )  -

\*E-mail:

\*Comments: 1/25/2005 Training TRAINING30

[Submit](#) [Delete Transaction](#)

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11) Click the **Submit** button.

**Result:** The item is routed to the Department Approver’s Work List. ANA sends an e-mail to the Department Approver stating that there is an item in their ANA Work List.

12) Start another adjustment item or click the **Logout** button to exit ANA.

### *Steps for Department Approver*

You will receive an e-mail notification that there is an ANA Work List item for your review.

- 1) Log into ANA with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the ANA window.

Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Paige060_Janet</a>	120112060	2-208039	Dept Approval	PayEvent	1/25/2005 3:52 PM	ANA00528
<a href="#">Carey060_William</a>	120111060	2-208039	Dept Approval	Award	1/25/2005 2:29 PM	ANA00524
<a href="#">Markill060_Hank</a>	120114060	2-208039	Dept Approval	PayEvent	1/17/2005 12:05 PM	ANA00461
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

3) Click the name of the employee.

**Result:** The item opens for your review and edits.

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**ANA** Worklist | Find | Logout

**Current Pay Period (Disposition Less Than 40)**  
Non-exempt

Transaction #: ANA00528

ID: 120112060 Janet Paige060 P72060 00 C NWS SUPPLY ATTENDANT effective 7-1-2003

This adjustment corrects an under payment

Time Sheet Orgn Code: 2 - 208039  
Pay Event: 2004 BW 26

COA	Fund	Orgn	Acct	Prog	Actv	Loon	%
2	900309	208039	215980	662002			100

Total Hours: 81

Earn Code	Total Hours	Sun Dec 5	Mon Dec 6	Tue Dec 7	Wed Dec 8	Thu Dec 9	Fri Dec 10	Sat Dec 11	Sun Dec 12	Mon Dec 13	Tue Dec 14	Wed Dec 15	Thu Dec 16	Fri Dec 17	Sat Dec 18	Total
OVR	6				4.00	2.00										6.00
REG	75	7.50	7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	7.50		75.00

- 4) Observe the employee's hours shown.
- 5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator's comments. (You may use your browser's **Back** button to return to the screen detailing the employee's hours. If necessary, use the **Edit** button or click the **PHAHOUR** tab to make corrections to the hours shown.)
- 6) Enter any needed information in the **Comments** field.

**ANA** Worklist | Find | Logout

**Current Pay Period (Disposition Less Than 40)**  
Non-exempt

Transaction #: ANA00528

PZAADJT | **PHAHOUR** | Submit

ID: 120112060 Janet Paige060

\*Contact Person:

\*Phone: (  )  -

\*E-mail:

Comments: 1/25/2005 FAB TRAINING30 Janet's overtime hours were not represented on her original timesheet.  
\*1/25/2005 Training TRAINING30

- 7) Click the **Approve** button.  
**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.

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## Award Payments

Employment-related prizes and awards must be treated as compensation and processed through University Payroll.

### Scenario

An employee is to be recognized for superior performance in her duties through an employee award. University Payroll will process the award as an adjustment and a check will be created for presentation at the awards ceremony.

### Procedure

- The Department Originator will initiate an *ANA* request to process the award.
- The Department Approver will approve the award request. The request is then routed to the Payroll Approver.

### Steps for Department Originator

- 1) Log into *ANA* with your enterprise ID and password.
- 2) Enter the employee's UIN.
- 3) Select **Award Payment** from the drop-down list of adjustment types.

Employee Name	UIN	Chart/Org	Type	Date Created	Transaction #	
<a href="#">Paige060, Janet</a>	120112060	2-208039	Pay Event Adjustment			
<a href="#">Verlaine060, Thomas</a>	120115060	2-208039	Award Payment	1/25/2005 11:23 AM	ANA00523	
<a href="#">Markill060, Hank</a>	120114060	2-208039	Pay Stop	1/25/2005 10:41 AM	ANA00522	
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Leave Balance Adjustment	1/17/2005 12:05 PM	ANA00461	
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

- 4) Click the **Create** button.  
**Result:** The **Award Payment** screen of the *ANA* window displays with a *PZAADJT* tab. (You may need to select the employee's position before this window displays. If so, select the position from those available and click the **Continue** button.)

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ANA Worklist | Find | Logout

Award Payment

PZAADJT Transaction #: ANA00524

\* = Required Field

ID: 120111060 William Carey060

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100.00

[Add Another Row](#)

[Continue](#)

- 5) Enter the codes associated with each C-FOAPAL segment.
- 6) Enter the percent of award amount distribution for each C-FOAPAL (if necessary).
- 7) Click the **Continue** button.  
**Result:** The **Award Payment** window displays with a **PHAHOUR** tab.
- 8) Enter the total amount of the award.
- 9) Select the choice of whether to withhold deductions from the amount or to award the employee the net amount shown.

ANA Worklist | Find | Logout

Award Payment

PZAADJT PHAHOUR Transaction #: ANA00524

\* = Required Field

ID: 120111060 William Carey060

Earn Code: AWD - Award

\*Amount: \$ 250.00  Withhold applicable statutory deductions from this amount.  
 Gross up so employee will receive this net amount.

The University of Illinois allows awards to be paid to employees as supplemental wages. As such, awards are subject to Federal and State tax withholding, as well as Medicare and State Universities Retirement System (SURS) withholding. For more information, see the [Business and Financial Policies and Procedures manual, Section 4.3.](#)

[Continue](#)

- 10) Click the **Continue** button.  
**Result:** The **Submit** screen appears.

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- 11) Enter the Department Approver's Chart and six-digit Organization code (if necessary).
- 12) Change any contact information (if necessary).
- 13) Enter any information into the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to approve the transaction.

The screenshot shows the ANA (Award Notification Application) interface. At the top, there is a dark blue header with the ANA logo on the left and 'Worklist | Find | Logout' on the right. Below the header, the title 'Award Payment' is centered. A navigation bar contains 'PZAADJT', 'PHAHOUR', and a 'Submit' button. On the right side of this bar, the transaction number 'ANA00524' is displayed. A red asterisk indicates a required field. The form contains the following fields: ID: 120111060, William Carey060; \*Approver's Chart/Orgn Code: [2] [208039]; \*Contact Person: Terri Sutton; \*Phone: ([312] [413] - 9966); \*E-mail: tss@uic.edu; \*Comments: 1/25/2005 Training TRAINING30. A date selection box is open, showing 'Date check needed: 2/05/05' and 'Date check will be presented to recipient: 2/07/05'. At the bottom, there are 'Submit' and 'Delete Transaction' buttons.

- 14) Click the **Submit** button  
**Result:** The item is routed to the Department Approver's Work List. ANA send an e-mail to the Department Approver stating that there is an item in their ANA Work List.
- 15) Start another adjustment item or click the **Logout** button to exit ANA.

### ***Steps for Department Approver***

You will receive an e-mail notification that there is an ANA Work List item for your review.

- 1) Log into ANA with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the ANA window.

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ANA Find | Logout

Create a payroll adjustment: ID(UIN):  Select Adjustment Type

Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Carey060, William</a>	120111060	2-208039	Dept Approval	Award	1/25/2005 2:29 PM	ANA00524
<a href="#">Paige060, Janet</a>	120112060	2-208039	Dept Approval	PayEvent	1/25/2005 11:23 AM	ANA00523
<a href="#">Verlaine060, Thomas</a>	120115060	2-208039	Dept Approval	PayEvent	1/25/2005 10:41 AM	ANA00522
<a href="#">Markill060, Hank</a>	120114060	2-208039	Dept Approval	PayEvent	1/17/2005 12:05 PM	ANA00461
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

**Find a Payroll Adjustment** [Top](#)

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity:  Chart/Orgn Code:

- 3) Click the name of the employee.  
**Result:** The item opens for your review and edits.

ANA Worklist | Find | Logout

**Award Payment**

Transaction #: ANA00524

ID: 120111060 William Carey060

Earn Code: AWD - Award

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100.00

Amount: \$250.00 Gross up so employee will receive this net amount.

- 4) Observe the information shown concerning the requested award payment.
- 5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator's comments. (You may use your browser's **Back** button to return to the screen detailing the award details. If necessary, use the **Edit** button to make necessary corrections.)
- 6) Enter any needed information in the **Comments** field.

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The screenshot shows the ANA Award Payment application form. At the top left is the ANA logo. At the top right are links for Worklist, Find, and Logout. The main title is "Award Payment". Below the title are tabs for PZAADJT, PHA HOUR, and Submit. On the right side, it says "Transaction #: ANA00524". A red asterisk indicates required fields. The form contains the following information: ID: 120111060 William Carey060; Approver's Chart/Orgn Code: 2 208039; Contact Person: Dana Lee; Phone: (312) 413-9968; E-mail: dslee@uic.edu; Comments: 1/25/2005 FAB TRAINING30 Date check needed: 2/05/05 Date check will be presented to recipient: 2/07/05; and a dropdown menu with "Approved" selected. At the bottom are buttons for Approve, Reject, Return for Rework, Save, and Delete Transaction.

- 7) Click the **Approve** button.  
**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.

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## Taxable Benefits

All taxable benefits must be treated as compensation and processed through University Payroll.

### Scenario

In addition to the agreed upon salary, an employee will be receiving a uniform allowance. However, this uniform allowance is taxable. You must notify University Payroll to process this as a taxable benefit.

### Procedure

- The Department Originator will initiate an *ANA* request to process the taxable benefit.
- The Department Approver will approve the request. The request is then routed to the Payroll Approver.

### Steps for Department Originator

- 1) Log into *ANA* with your enterprise ID and password.
- 2) Enter the employee's UIN.
- 3) Select **Taxable Benefit** from the drop-down list of adjustment types.

Employee Name	UIN	Chart/Org		Date Created	Transaction #	
<a href="#">Carey060_William</a>	120111060	2-208039		1/25/2005 2:29 PM	ANA00524	
<a href="#">Zirconia060_Q</a>	120117060	2-208039		12/1/2004 2:36 PM	ANA00293	
<a href="#">Zirconia060_Q</a>	120117060	2-208039		12/1/2004 2:33 PM	ANA00292	
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

**Find a Payroll Adjustment**

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity:  Chart/Orgn Code:

- 4) Click the **Create** button.

**Result:** The **Taxable Benefit** screen of the *ANA* window displays with a *PZAADJT* tab. (You may need to select the employee's position before this window displays. If so, select the position from those available and click the **Continue** button.)

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ANA Worklist | Find | Logout

Taxable Benefit

PZAADJT Transaction #: ANA00529

\* = Required Field

ID: 120114060 Hank Markill060 P74060 00 XH LICEN PRCTCL NRS (LCH) effective 7-1-2003

Time Sheet Orgn Code: 2 - 208039

\*Pay Event: Year: 2004 Pay ID: EW Pay No: 26

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100.00

Continue

- 5) Enter the **Pay Event** information (year, pay ID, pay number). Use the blue search button to view available **Pay Events**.
- 6) Click the **Continue** button.  
**Result:** The **Taxable Benefit** window displays with a **PHAHOUR** tab.
- 7) Enter the appropriate **Earn Code** and the total amount of the taxable benefit. Use the blue search button to view available **Earn Codes**.

ANA Worklist | Find | Logout

Taxable Benefit

PZAADJT PHAHOUR Transaction #: ANA00529

\* = Required Field

ID: 120114060 Hank Markill060

\*Earn Code: TX9 \*Total Amount: \$ 185.00

Continue

- 8) Click the **Continue** button.  
**Result:** The **Submit** screen appears.

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The screenshot shows the ANA (Adjustment Notification Application) interface. At the top left is the ANA logo. On the top right, there are links for 'Worklist | Find | Logout'. The main heading is 'Taxable Benefit'. Below this, there are tabs for 'PZAADJT' and 'PHAHOUR', and a 'Submit' button. A dark blue bar at the top right displays 'Transaction #: ANA00529'. A legend indicates '\* = Required Field'. The form contains the following fields: ID: 120114060, Hank Markill060; \*Contact Person: Terri Sutton; \*Phone: ( 312 ) 413 - 9966; \*E-mail: tss@uic.edu; \*Comments: 1/25/2005 Training TRAINING30. A text area for comments contains the text 'This is a taxable uniform allowance for Hank.' At the bottom, there are 'Submit' and 'Delete Transaction' buttons.

- 9) Change any contact information (if necessary).
- 10) Enter any information into the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to approve the transaction.
- 11) Click the **Submit** button.  
**Result:** The item is routed to the Department Approver's Work List. ANA send an e-mail to the Department Approver stating that there is an item in their ANA Work List.
- 12) Start another adjustment item or click the **Logout** button to exit ANA.

### ***Steps for Department Approver***

You will receive an e-mail notification that there is an ANA Work List item for your review.

- 1) Log into ANA with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the ANA window.

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- 3) Click the name of the employee.  
**Result:** The item opens for your review and edits.

- 4) Observe the information shown concerning the requested taxable benefit.
- 5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator’s comments. (You may use your browser’s **Back** button to return to the screen detailing the taxable benefit details. If necessary, use the **Edit** button to make necessary corrections.)

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6) Enter any needed information in the **Comments** field.

The screenshot shows the ANA (Adjustment Notification Application) interface. At the top, there is a dark blue header with the text "ANA" on the left and "Worklist | Find | Logout" on the right. Below this is a white section titled "Taxable Benefit". Underneath, there is a dark blue bar with "PZAADJT" and "PHAHOUR" on the left, "Submit" in the middle, and "Transaction #: ANA00529" on the right. A red asterisk indicates a required field. The form contains the following fields and text:

- ID: 120114060 Hank Markillo60
- \*Contact Person: Dana Lee
- \*Phone: ( 312 ) 413 - 9968
- \*E-mail: dslee@uic.edu
- Comments: 1/25/2005 FAB TRAINING30 This is a taxable uniform allowance for Hank.
- \*1/25/2005 Training TRAINING30 Approved

At the bottom of the form, there are five buttons: "Approve", "Reject", "Return for Rework", "Save", and "Delete Transaction".

7) Click the **Approve** button.

**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.

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## Leave Balance Adjustments

A leave balance request is used to notify Human Resources when an adjustment may affect an employee’s leave and seniority balance but it does not affect pay.

### Scenario

Vacation time was entered for an employee during the week of 11/29/04 through 12/03/04. However, the employee was attending a conference during this time and, therefore, regular hours should have been recorded.

### Procedure

- The Department Originator will initiate an **ANA Leave Balance Adjustment** to indicate that 37.5 hours of vacation should be restored.
- The Department Approver will approve the adjustment request. The request is then routed to the Human Resources Approver.

### Steps for Department Originator

- 1) Log into ANA with your enterprise ID and password.
- 2) Enter the employee’s UIN.
- 3) Select **Leave Balance Adjustment** from the drop-down list of adjustment types.

**ANA** Find | Logout

Create a payroll adjustment: ID(UIN): 120116060 Select Adjustment Type Create

Employee Name	UIN	Chart/Org	Type	Date Created	Transaction #
Carey060, William	120111060	2-208039	Award Payment	1/25/2005 2:29 PM	ANA00524
Zirconia060, Q	120117060	2-208039	Pay Stop	12/1/2004 2:36 PM	ANA00293
Zirconia060, Q	120117060	2-208039	Taxable Benefit	12/1/2004 2:33 PM	ANA00292
Zirconia060, Q	120117060	2-208039	Leave Balance Adjustment	11/15/2004 1:20 PM	ANA00177
			Separation Pay		
			Not Approved PayEvent		

**Find a Payroll Adjustment** [Top](#)

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity: Any Activity Chart/Orgn Code: All Organization Codes

Find

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4) Click the **Create** button.

**Result:** The **Payroll Adjustment (PZAADJT)** screen of the **ANA** window displays. (You may need to select the employee's position before this window displays. If so, select the position from those available and click the **Continue** button.)

The screenshot shows the ANA interface for the PZAADJT screen. At the top, there is a navigation bar with 'ANA' on the left and 'Worklist | Find | Logout' on the right. Below this is a header for 'Leave Balance Adjustment'. The main content area includes a tab for 'PZAADJT' and a 'Transaction #: ANA00531'. A legend indicates that an asterisk (\*) denotes a required field. The employee information is displayed as: ID: 120116060, William Harrison060, P76060 00, LAB ANIM CARE TECHN 2 (LU), effective 7-1-2003. Below this, the 'Time Sheet Orgn Code: 2 - 208039' is shown. The 'Pay Event' section has input fields for Year (2004), Pay ID (BW), and Pay No (25), with a blue search button. A table of COA, Fund, Orgn, Acct, Prog, Actv, Locn, and % is also present, with values: 2, 900309, 208039, 215980, 662002, , , 100.00. A 'Continue' button is located at the bottom left.

5) Enter the **Pay Event** information (year, pay ID, pay number). Use the blue search button to view available **Pay Events**.

6) Click the **Continue** button.

**Result:** The **On-Line Time Entry (PHAHOUR)** screen of the **ANA** window displays.

7) Enter the total benefit hours into the **Total Hours** field. (To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value.)

8) Enter the daily benefit hours on the appropriate dates. (To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value.)

The screenshot shows the ANA interface for the PHAHOUR screen. The navigation bar is the same as in the previous screenshot. The header is 'Leave Balance Adjustment'. The main content area has tabs for 'PZAADJT', 'PHAHOUR', and 'Submit'. The 'Transaction #: ANA00531' is displayed. A legend indicates that an asterisk (\*) denotes a required field. The employee information is: ID: 120116060, William Harrison060. The 'Total Hours' field is set to -37.5, with a note: 'To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value.' Below this is a table for entering daily benefit hours. The table has columns for dates from Sun Nov 21 to Sat Dec 4, and a 'Total' column. The first row shows a total of (37.50) with -7.5 entered for each day from Mon Nov 22 to Fri Dec 3. The second row shows a total of 0.00. A 'TOTAL HOURS' label is at the bottom right of the table, with a value of (37.50). An 'Add Another Row' button is located below the table. A 'Continue' button is at the bottom left.

Earn Code	Total Hours	Sun Nov 21	Mon Nov 22	Tue Nov 23	Wed Nov 24	Thu Nov 25	Fri Nov 26	Sat Nov 27	Sun Nov 28	Mon Nov 29	Tue Nov 30	Wed Dec 1	Thu Dec 2	Fri Dec 3	Sat Dec 4	Total
VAC	-37.5		-7.5	-7.5	-7.5	-7.5	-7.5									(37.50)
																0.00
															TOTAL HOURS	(37.50)

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- 9) Click the **Continue** button.  
**Result:** The **Submit** screen appears.
- 10) Change any contact information as necessary.
- 11) Enter any information into the **Comments** field needed by the Department Approver or Human Resources Approver to approve the transaction.

The screenshot shows the ANA (Adjustment Notification Application) interface. At the top left is the ANA logo. On the top right, there are links for 'Worklist', 'Find', and 'Logout'. The main title is 'Leave Balance Adjustment'. Below this, there are tabs for 'PZAADJT', 'PHAHOUR', and 'Submit'. The 'Submit' tab is active. To the right of the tabs, it says 'Transaction #: ANA00531'. Below the tabs, there is a legend: '\* = Required Field'. The form contains the following fields:

- ID: 120116060 William Harrison060
- \*Contact Person: Terri Sutton
- \*Phone: ( 312 ) 413 - 9966
- \*E-mail: tss@uic.edu
- \*Comments: 1/25/2005 Training TRAINING30  
Vacation time was mistakenly entered for William during the week of November 28 through December 3. He worked during this time.

At the bottom of the form, there are two buttons: 'Submit' and 'Delete Transaction'.

- 12) Click the **Submit** button.  
**Result:** The item is routed to the Department Approver's Work List. ANA sends an e-mail to the Department Approver stating that there is an item in his/her ANA Work List.
- 13) Start another adjustment item or click the **Logout** button to exit ANA.

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***Steps for Department Approver***

You will receive an e-mail notification that there is an **ANA** Work List item for your review.

- 1) Log into **ANA** with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the **ANA** window.

Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Harrison060, William</a>	120116060	2-208039	Dept Approval	Leave	1/25/2005 5:06 PM	ANA00531
<a href="#">Carey060, William</a>	120111060	2-208039	Dept Approval	Award	1/25/2005 2:29 PM	ANA00524
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060, Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

- 3) Click the name of the employee.  
**Result:** The item opens for your review and edits.

ID: 120116060 William Harrison060 P76060 00 LAB ANIM CARE TECHN 2 (LU) effective 7-1-2003

Time Sheet Orgn Code: 2 - 208039

Pay Event: 2004 BW 25

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100

Total Hours: -37.5

Earn Code	Total Hours
VAC	-37.5

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- 4) Observe the employee's hours shown.
- 5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator's comments. (You may use your browser's **Back** button to return to the screen detailing the award details. If necessary, use the **Edit** button to make necessary corrections.)
- 6) Enter any needed information in the **Comments** field.

The screenshot shows the ANA (Adjustment Notification Application) interface. At the top, there is a dark blue header with the text "ANA" on the left and "Worklist | Find | Logout" on the right. Below this is a white section titled "Leave Balance Adjustment". Underneath, there is a dark blue navigation bar with three tabs: "PZAADJT", "PHAHOUR", and "Submit". To the right of these tabs, it says "Transaction #: ANA00531". Below the navigation bar, there is a red asterisk followed by the text "\* = Required Field". The form contains the following fields and text:

- ID: 120116060 William Harrison060
- \*Contact Person: Dana Lee
- \*Phone: ( 312 ) 413 - 9968
- \*E-mail: dslee@uic.edu
- Comments: 1/25/2005 FAB TRAINING30 Vacation time was mistakenly entered for William during the week of November 28 through December 3. He worked during this time.
- \*1/25/2005 Training TRAINING30 Approved

At the bottom of the form, there are five buttons: "Approve", "Reject", "Return for Rework", "Save", and "Delete Transaction".

- 7) Click the **Approve** button.  
**Result:** The item is removed from the Work List and is forwarded to the Human Resources Approver.

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## **Pay Stop**

This transaction may be requested after the Payroll calculation has been run but before the employee's pay has been distributed:

- **For Direct Deposits:** The **Pay Stop** request must be approved by the unit and received by University Payroll no later than four business days prior to the pay date, to ensure that the payment will be deleted from the bank file and is not deposited into the employee's account. If a **Pay Stop** request is received by University Payroll after the stated deadline, University Payroll cannot guarantee that the funds will be returned to the University.
- **For Check Distributions:** The **Pay Stop** request must be approved by the unit and received by University Payroll no later than three business days prior to the pay date.

## **Scenario**

A monthly employee left April 30, but the PITR was not processed prior to the pay calculation. The department realizes this immediately following the pay calculation and sends a **Pay Stop** request to University Payroll. The employee has direct deposit. University Payroll deletes the transaction from the NACHA file and voids the transaction in *Banner*. The department will need to process an adjustment for the pay due April 16-30.

## **Procedure**

- The Department Originator will initiate an *ANA* adjustment to request a **Pay Stop** for the hours covered in the timesheet period.
- The Department Approver will approve the **Pay Stop** request. The request is then routed to the Payroll Approver.

## ***Steps for Department Originator***

- 1) Log into *ANA* with your enterprise ID and password.
- 2) Enter the employee's UIN.

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3) Select **Pay Stop** from the drop-down list of adjustment types.

The screenshot shows the ANA web application interface. At the top, there is a header with 'ANA' on the left and 'Find | Logout' on the right. Below the header, there is a form to 'Create a payroll adjustment'. The form includes a text input for 'ID(UIN):' with the value '120119060', a dropdown menu for 'Adjustment Type' currently set to 'Pay Stop', and a 'Create' button. A dropdown menu is open, showing options: 'Select Adjustment Type', 'Pay Event Adjustment', 'Award Payment', 'Pay Stop' (highlighted), 'Taxable Benefit', 'Leave Balance Adjustment', and 'Separation Pay'. Below the form is a table of existing adjustments:

Employee Name	UIN	Chart/Org	Date Created	Transaction #
<a href="#">Carey060_William</a>	120111060	2-208039	1/25/2005 2:29 PM	ANA00524
<a href="#">Zirconia060_Q</a>	120117060	2-208039	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	11/15/2004 1:20 PM	ANA00177

Below the table is a section titled 'Find a Payroll Adjustment' with a 'Find' button. There are also search fields for 'ANA Transaction Number', 'ID(UIN)', 'Last Name', 'First Name', 'Activity' (set to 'Any Activity'), and 'Chart/Orgn Code' (set to 'All Organization Codes'). A 'Find' button is located at the bottom left of this section.

4) Click the **Create** button.

**Result:** The **Payroll Adjustment (PZAADJT)** screen of the **ANA** window displays. (You may need to select the employee's position before this window displays. If so, select the position from those available and click the **Continue** button.)

5) Observe the information shown.

6) Click the **Continue** button.

**Result:** The **Submit** screen appears.

7) Change any contact information (if necessary).

8) Enter information into the **Comments** field needed by the Department Approver and Payroll Approver to approve the transaction (reason for the **Pay Stop**, does the check need to be voided or re-issued, etc.).

9) Click the **Submit** button.

**Result:** The item is routed to the Department Approver's Work List. **ANA** sends an e-mail to the Department Approver stating that there is an item in his/her **ANA** Work List.

10) Start another adjustment item or click the **Logout** button to exit **ANA**.

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***Steps for Department Approver***

You will receive an e-mail notification that there is an *ANA* Work List item for your review.

- 1) Log into *ANA* with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Pay Stop** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the *ANA* window.
- 3) Click the name of the employee.  
**Result:** The item opens for your review and edits.
- 4) Observe the information shown.
- 5) Enter any needed information in the **Comments** field.
- 6) Click the **Approve** button.  
**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.

## ITEMS RETURNED FOR REWORK

Adjustment items may be returned for rework to the Department Originator by the:

- Department Approver
- Human Resources Approver
- Payroll Approver

### *Steps for Department Originator*

You will receive an e-mail notification that there is an **ANA** Work List item for your review.

- 1) Locate the adjustment item with an **Activity** status of **Correction** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the **ANA** window.

Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Harrison060, William</a>	120116060	2-208039	Correction	PayEvent	1/25/2005 5:40 PM	ANA00534
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

- 2) Click the name of the employee.  
**Result:** The item opens for your review and edits.

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**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-exempt

**Transaction #: ANA00534**

ID: 120116060 William Harrison060 P76060 00 LAB ANIM CARE TECHN 2 (LU) effective 7-1-2003

This adjustment corrects an under payment

Time Sheet Orgn Code: 2 - 208039

Pay Event: 2004 BW 24

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	900309	208039	215980	662002			100

Total Hours: 83

Earn Code	Total Hours	Sun Nov 7	Mon Nov 8	Tue Nov 9	Wed Nov 10	Thu Nov 11	Fri Nov 12	Sat Nov 13	Sun Nov 14	Mon Nov 15	Tue Nov 16	Wed Nov 17	Thu Nov 18	Fri Nov 19	Sat Nov 20	Total
OVR	8		4.00	4.00												8.00
REG	75		7.50	7.50	7.50	7.50	7.50		7.50	7.50	7.50	7.50	7.50			75.00

- 3) Click the **Continue** button.  
**Result:** The **Submit** screen will display.
- 4) Review all comments entered by any of the Approvers that state what corrections or edits need to be made.
- 5) Click the **PHAHOUR** tab and make any necessary corrections.

**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-exempt

**PZAADJT** | **PHAHOUR** | **Submit** **Transaction #: ANA00534**

\* = Required Field

ID: 120116060 William Harrison060

\*Contact Person:

\*Phone: (  )  -

\*E-mail:

Comments: 1/25/2005 FAB TRAINING30 William had eight overtime hours that were not recorded on the original timesheet.  
1/25/2005 FAB TRAINING30 Check again, please. I don't believe that William worked overtime during this period.  
\*1/25/2005 Training TRAINING30

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- 6) Click the **Submit** tab and enter any information in the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to process the transaction.
  
- 7) Click the **Submit** button  
**Result:** The item is removed from the Work List and is routed to the Department Approver's Work List. *ANA* sends an e-mail to the Department Approver stating that there is an *ANA* item in their Work List.
  
- 8) Start another adjustment item or click the **Logout** button to exit *ANA*.

**Note:** If the adjustment item subsequently is approved and entered into *Banner*, it will reappear in your Work List with an **Activity** status of **Completed**. At this point, you may delete the transaction or leave it in the Work List indefinitely.

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***Steps for the Department Approver***

You will receive an e-mail notification that there is a Work List item for your review.

- 1) Log into ANA with your enterprise ID and password.
- 2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the ANA window.

**ANA** Find | Logout

Create a payroll adjustment: ID(UIN):  Select Adjustment Type

Work List						
Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Harrison060_William</a>	120116060	2-208039	Dept Approval	PayEvent	1/25/2005 5:40 PM	ANA00534
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

**Find a Payroll Adjustment** [Top](#)

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity:  Chart/Orgn Code:

- 3) Click the name of the employee.  
**Result:** The item opens for your review and edits.

**ANA** Worklist | Find | Logout

**Prior Pay Event Adjustment**  
Non-exempt

Transaction #: ANA00534

ID: 120116060 William Harrison060 P76060 00 LAB ANIM CARE TECHN 2 (LU) effective 7-1-2003

This adjustment corrects an under payment

Time Sheet Orgn Code: 2 - 208039

Pay Event: 2004 BW 24

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
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Total Hours: 83

Earn Code	Total Hours	Sun Nov 7	Mon Nov 8	Tue Nov 9	Wed Nov 10	Thu Nov 11	Fri Nov 12	Sat Nov 13	Sun Nov 14	Mon Nov 15	Tue Nov 16	Wed Nov 17	Thu Nov 18	Fri Nov 19	Sat Nov 20	Total
OVR	8		4.00		4.00											8.00
REG	75		7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	7.50		75.00

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- 4) Click the **Continue** button.  
**Result:** The **Submit** screen will display.
- 5) Review the comments made by the Department Originator stating what corrections or edits were made. (You may use your browser's **Back** button to return to the screen detailing the employee's hours. If necessary, use the **Edit** button to make corrections to the hours shown. You may also click on the **PHAHOUR** tab to make any required corrections.)
- 6) Enter any needed information in the **Comments** field.

The screenshot shows the ANA web application interface. At the top left is the ANA logo. On the top right, there are links for 'Worklist | Find | Logout'. The main heading is 'Prior Pay Event Adjustment' with the sub-heading 'Non-exempt'. Below this is a navigation bar with tabs for 'PZAADJT', 'PHAHOUR', and 'Submit'. The transaction number 'ANA00534' is displayed on the right. A legend indicates '\* = Required Field'. The form contains the following information:

- ID: 120116060 William Harrison060
- \*Contact Person: Terri Sutton
- \*Phone: ( 312 ) 413 - 9966
- \*E-mail: tss@uic.edu
- Comments:
  - 1/25/2005 FAB TRAINING30 William had eight overtime hours that were not recorded on the original timesheet.
  - 1/25/2005 FAB TRAINING30 Check again, please. I don't believe that William worked overtime during this period.
  - \*1/25/2005 Training TRAINING30 According to his timesheet, William did work overtime on those dates.

At the bottom of the form are three buttons: 'Submit', 'Save', and 'Delete Transaction'.

- 7) Click the **Approve**, **Reject** or **Return for Rework** buttons as appropriate.  
**Result:** The item is removed from the Department Approver's Work List.

## ITEMS REJECTED

Adjustment items may be rejected by the:

- Department Approver
- Human Resources Approver
- Payroll Approver

An item should be rejected only if the transaction is not approved. If the Department Originator must make correction or edits, the Approver should use the **Return for Rework** option.

### *Steps for Department Originator*

You will receive an e-mail notification that there is an *ANA* Work List item for your review.

- 1) Locate the adjustment item with an **Activity** status of **Not Approved** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the *ANA* window.

**ANA** [Find](#) | [Logout](#)

Create a payroll adjustment: ID(UIN):  Select Adjustment Type

Employee Name	UIN	Chart/Org	Activity	Adj Type	Date Created	Transaction #
<a href="#">Harrison060_William</a>	120116060	2-208039	Not Approved	PayEvent	1/25/2005 5:40 PM	ANA00534
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Current	12/1/2004 2:36 PM	ANA00293
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Dept Approval	Benefit	12/1/2004 2:33 PM	ANA00292
<a href="#">Zirconia060_Q</a>	120117060	2-208039	Not Approved	PayEvent	11/15/2004 1:20 PM	ANA00177

**Find a Payroll Adjustment** [Top](#)

ANA Transaction Number:

ID(UIN):  Last Name:  First Name:

Activity:  Chart/Orgn Code:

- 2) Click the name of the employee.  
**Result:** The item opens for your review.
- 3) Click the **Continue** button.  
**Result:** The **Submit** screen will display.
- 4) Review comments made by the Department Approver, Human Resources Approver or Payroll Approver that state why the adjustment request was not approved.
- 5) Click the **Delete Transaction** button to delete the adjustment request and to remove it from the Work List.

## **RECORD LOCKING**

When a user reviews or edits a record, the record is locked to prevent others from opening it until the user submits or saves the record. If a user closes the record window (instead of submitting or saving the transaction), the record will be shown as locked until the user re-selects the record at some later time for review or edit and submits or saves the record.

*ANA* database administrators can unlock records but only in urgent cases. Therefore, it is advised that users process transactions correctly by submitting or saving records as appropriate.

## ADJUSTMENT NOTIFICATION APPLICATION (ANA) CONTACTS

For further information regarding ANA, contact:

### University Payroll Customer Service

Urbana-Champaign: 217-265-6363

Chicago: 312-996-7200

Springfield: 217-206-7211

[payinq@uillinois.edu](mailto:payinq@uillinois.edu)