

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 |
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| 1. | Log in to ANA at https://apps.obfs.uillinois.edu/ana/index.cfm . |
| 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. |