

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://apps.obfs.uillinois.edu/ana/index.cfm .
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://apps.obfs.uillinois.edu/ana/index.cfm .
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.

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.