

## Submitting a Leave Balance Adjustment Request for a Bi-Weekly Employee

**Banner** does not accrue appropriate leave time if an employee is paid outside of the payroll calc through a payroll adjustment. To adjust the leave balance, the Department Originator must submit a leave balance adjustment in the **Adjustment Notification Application (ANA)**. Campus Human Resources will then process the adjustment.

Step	Task
1.	Log in to <b>ANA</b> at <a href="https://apps.obfs.uillinois.edu/ana/index.cfm">https://apps.obfs.uillinois.edu/ana/index.cfm</a> .
2.	Enter the employee's UIN in the <b>ID (UIN)</b> field.
3.	Select <b>Leave Balance Adjustment</b> from the <b>Select Adjustment Type</b> menu.
4.	Click the <b>Create</b> button. <b>NOTE:</b> If the employee only holds one job, skip steps 5-6 and go to step 7.
5.	Select the position to adjust.
6.	Click the <b>Continue</b> button.
7.	Enter the calendar year of the pay period in the <b>Pay Event Year</b> field.
8.	Enter the pay event number for the pay period in the <b>Pay No</b> field. <b>NOTE:</b> Click the lookup button next to the <b>Pay No</b> field for a list of period numbers and dates.
9.	Click the <b>Continue</b> button.
10.	Enter the total benefit hours in the <b>Total Hours</b> field. To increase the benefit hours balance, or decrease the hours used, enter a negative value. To decrease the benefit hours balance, or increase hours used, enter a positive value.
11.	Enter the correct earnings code (3-character code) in the <b>Earn Code</b> field. <b>NOTE:</b> Click the lookup button next to the <b>Earn Code</b> field for a list of earnings codes.
12.	Enter the total hours for the earnings code in the <b>Total Hours</b> field. To increase benefit hours, or decrease the hours used, enter a negative value. To decrease benefit hours, or increase hours used, enter a positive value.
13.	Enter the daily benefit hours under the appropriate dates of the pay period. To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value. <b>NOTE:</b> Use the <b>Sum</b> button to check that totals are correct.
14.	Click the <b>Add Another Row</b> button to add another earn code, if needed.
15.	Click the <b>Continue</b> button.
16.	Enter your name in the <b>Contact Person</b> field.
17.	Enter your phone number in the <b>Phone</b> field.
18.	Enter your e-mail address in the <b>E-mail</b> field.
19.	Enter information about the leave balance adjustment in the <b>Comments</b> field. Describe the adjustment in as much detail as possible, including any information the Approver will need.
20.	Click the <b>Submit</b> button.