

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 |
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| 1. | Log in to ANA at https://ana.uillinois.edu/ . |
| 2. | Enter the employee's UIN in the ID (UIN) field. |
| 3. | Select Leave Balance Adjustment 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 to adjust. |
| 6. | Click the Continue button. |
| 7. | Enter the calendar year of the pay period in the Pay Event Year field. |
| 8. | Enter the pay event number for the pay period in the Pay No field. NOTE: Click the lookup button next to the Pay No field for a list of period numbers and dates. |
| 9. | Click the Continue button. |
| 10. | Enter the total benefit hours in the Total Hours 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 Earn Code field. NOTE: Click the lookup button next to the Earn Code field for a list of earnings codes. |
| 12. | Enter the total hours for the earnings code in the Total Hours 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. NOTE: Use the Sum button to check that totals are correct. |
| 14. | Click the Add Another Row button to add another earn code, if needed. |
| 15. | Click the Continue button. |
| 16. | Enter your name in the Contact Person field. |
| 17. | Enter your phone number in the Phone field. |
| 18. | Enter your e-mail address in the E-mail field. |
| 19. | Enter information about the leave balance adjustment in the Comments field. Describe the adjustment in as much detail as possible, including any information the Approver will need. |
| 20. | Click the Submit button. |