

Submitting a Leave Balance Adjustment Request for a Monthly 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 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 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 the benefit hours balance, or decrease hours used, enter a negative value. To decrease the benefit hours balance, or increase hours used, enter a positive value.
13.	Click the Add Another Row button to add another earn code, if needed.
14.	Click the Continue button.
15.	Enter your name in the Contact Person field.
16.	Enter your phone number in the Phone field.
17.	Enter your e-mail address in the E-mail field.
18.	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.
19.	Click the Submit button.