

## Submitting a Pay Stop Request

If you need to cancel a payment to an employee, you must submit a pay stop request in the **Adjustment Notification Application (ANA)**. The unit must approve the pay stop request and University Payroll and Benefits (UPB) must receive the request no later than 5:00pm three days before the pay date.

**For Direct Deposits:** Meeting this deadline ensures that the payment does not get deposited into the employee’s account. Missing this deadline could result in funds not returned to the University.

**For Check Distributions:** Checks should be returned to UPB with the Return Payroll Checks form.

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>Pay Stop</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 for the pay stop.
6.	Click the <b>Continue</b> button.
7.	Review the information shown.
8.	Click the <b>Continue</b> button.
9.	Enter your name in the <b>Contact Person</b> field.
10.	Enter your phone number in the <b>Phone</b> field.
11.	Enter your e-mail address in the <b>E-mail</b> field.
12.	Enter comments about the pay stop in the <b>Comments</b> field. Describe the pay stop in as much detail as possible, including the reason for the pay stop and any other information the Approver will need.
13.	Click the <b>Submit</b> button.