

## Submitting an Employee Recognition Award

Employee recognition award payment requests are entered and submitted by the Department Originator in the **Adjustment Notification Application (ANA)**.

When requesting payment of an employee recognition award, review the policy for the required approvals:  
<https://www.obfs.uillinois.edu/bfpp/section-4-payroll/employee-award-payments>

Before submitting the payment in **ANA**, make sure the award recipient is not also the Department Approver. If the approver is also the awardee, locate the alternate approver's Chart/Orgn Code (see step 11). If an alternate Chart/Orgn Code is not available, see [Workaround: Submitting Employee Recognition Awards to ANA Approvers](#).

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 UIN of the employee receiving the recognition award in the <b>ID (UIN)</b> field.
3.	Select <b>Award Payment</b> from the <b>Select Adjustment Type</b> menu.
4.	Click the <b>Create</b> button.
5.	Review and obtain approvals needed.
6.	Enter <b>C-FOAPAL</b> string from which payment is to be made. <b>NOTE:</b> All employee recognition awards pay on account 281500.
7.	Click the <b>Continue</b> button.
8.	Enter amount of the employee recognition award in the <b>Amount</b> field.
9.	Select <b>Withhold applicable statutory deductions from this amount</b> if you want withholdings deducted from the award amount. <b>OR</b> Select <b>Gross up so employee will receive this net amount</b> if you want the employee to receive the exact award amount.
10.	Click the <b>Continue</b> button.
11.	Select the Approver's Chart/Orgn Code from the list. <b>NOTE:</b> Department approvers cannot approve their own transactions. Select the Chart/Orgn Code of the alternate approver if the normal approver is also the awardee.
12.	Enter your name in the <b>Contact Person</b> field.
13.	Enter your phone number in the <b>Phone</b> field.
14.	Enter your e-mail address in the <b>E-mail</b> field.
15.	Enter the expected payment date in the <b>Date of Award Direct Deposit</b> field. <b>NOTE:</b> All payments are made on Fridays according to the payroll adjustment schedule. Enter a direct deposit date for the first Friday following the award ceremony or presentation date.
16.	Enter the date of the award ceremony in the <b>Date of Award Presentation</b> field.
17.	Enter detailed information about the employee recognition award in the <b>Comments</b> field. Describe the award, including the name of the award and any information the Approver will need.
18.	Click the <b>Submit</b> button.