

Editing an Employee Recognition Award Request

If an ANA transaction is returned to you, you need to make the appropriate edits and resubmit for approval. You will receive an email notification when you have a transaction to correct.

| Step | Task |
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| 1. | Log in to ANA at https://apps.obfs.uillinois.edu/ana/index.cfm . |
| 2. | Locate the transaction to approve in your Work List . NOTE: Transactions will show Correction under the Activity column. |
| 3. | Click the employee's name. |
| 4. | Review the C-FOAPAL string details. |
| 5. | Click the Edit button. |
| 6. | Enter or update the correct C-FOAPAL string, if required. |
| 7. | Click the Continue button. |
| 8. | Edit or enter the correct earnings code (3-character code) in the Earn Code field, if required. NOTE: Click the lookup button next to the Earn Code field for a list of earnings codes. |
| 9. | Edit or enter the dollar amount of the award in the Amount field, if required. |
| 10. | Edit the withholding selection, if required: Select Withhold applicable statutory deductions from this amount if you want withholdings deducted from the award amount. OR Select Gross up so employee will receive this net amount if you want the employee to receive the exact award amount. |
| 11. | Click the Continue button. |
| 12. | Complete the Comments field |
| 13. | Click the Submit button. |