Office of Business and Financial Services
University Payroll

Adjustment Notification Application (ANA) Guide
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ABOUT THE ADJUSTMENT NOTIFICATION APPLICATION (ANA)

The Adjustment Notification Application (ANA) is a secure web-based application used by University departments to initiate requests for payroll adjustments that cannot be processed with the Banner Adjustment Processing Form (PZAADJT) or with next pay period adjustments such as those noted below. This guide will detail the procedures for completing available ANA transactions. (Note: For consistency, the Adjustment Processing Form in ANA is labeled PZAADJT as it is in Banner.)

ANA permits departments to:

- Submit and approve requests to University Payroll to correct time entry errors when timesheets are in an approved status but before the final payroll calculation.
- Submit and approve requests to University Payroll to process adjustments for overpayments and to send overpayment letters.
- Submit and approve requests to University Payroll to process award payments for employees.
- Submit and approve requests to University Payroll to process taxable benefits.
- Notify Human Resources to update leave benefits for exempt and non-exempt Civil Service employees.
- Notify University Payroll to stop payment to an employee after payment has been calculated but not yet distributed.

When transactions are processed in ANA, information is verified in Banner, e.g., the job of an employee. However, information processed in ANA does not automatically update Banner payroll or employee records. Once an ANA payroll adjustment is approved, a Payroll Processor will enter it into Banner. A Human Resources Processor will enter leave adjustments into Banner.

The following roles are assigned to ANA users:

- Department Originator: Person in the department who initiates an ANA adjustment.
- Department Approver: Person in the department who is responsible for approving an ANA adjustment.

If you have one or both of these roles in SCT Workflow, you will have the same role(s) in ANA.
ADJUSTMENT NOTIFICATION APPLICATION
LOGIN PROCESS

You will use your enterprise ID and password to log into the Adjustment Notification Application (ANA).

To log into ANA from the OBFS homepage http://www.obfs.uillinois.edu/, select Payroll & Earnings, the Adjustment Notification Application (ANA) link, and then ANA Login under the Helpful Links section of that page.

Result: You will see the Adjustment Notification Application login page.

Note: ANA also may be accessed from the Banner Alerts and Resources web page as well as from the Enterprise Applications website (under Human Resources).

1) Click the Logon button.

2) Type your enterprise ID and password into the appropriate fields.
3) Click the **Login** button. 

**Result:** The Adjustment Notification Application (**ANA**) window will display. You will be able to select your transaction from a drop-down list of adjustment types. (If instead you see the message that you have no roles, you must contact your Unit Security Contact to request authorization.) Current transactions will display in the **ANA** Work List. You may search for transactions by using the search fields in the **Find a Payroll Adjustment** section of the **ANA** window.

![ANA Window](image)

**Note:** It is strongly advised that you log out of **ANA** when you have finished with your transactions. Closing the browser without logging out may allow unauthorized use of the application with your login. The **Logout** link is displayed in the upper right corner of every **ANA** screen.
GENERAL PROCEDURES FOR INITIATING AN ANA ADJUSTMENT (DEPARTMENT ORIGINATOR)

1) Log into ANA with your enterprise ID and password.

2) Enter the employee’s UIN.

3) Select an ANA adjustment type from the drop-down list.

4) Click the Create button.
   **Result:** You will see the transaction window that corresponds with your selected adjustment type.

**Note:** You may need to select a job before you see the transaction screen for the adjustment type. If so, click the appropriate radio button for the appropriate job (based on the effective date) and click the Continue button when the appropriate selection has been made.
5) Click the **Continue** button to advance to each screen of information and enter the appropriate information in the fields for the Pay Event. Required fields are marked with a red asterisk (*). Use the **Reset Form** button to restore original values.
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Note: PHAHOURL fields will differ depending on the employee type:

- For bi-weekly employees, enter the Total Hours that should have been paid. For monthly employees, enter the Total Amount that should have been paid.

- Enter the Earn Code(s).

- For bi-weekly employees, enter the hours that should have been paid. For monthly employees, enter the amount for each specified earn code.

6) Enter any information into the Comments field of the Submit screen needed by the Department Approver, Human Resources Approver or Payroll Approver to process the transaction.

7) Change any contact information (if necessary).

8) Click the Submit button.

Result: The item is routed to the Department Approver’s Work List. ANA sends an e-mail to the Department Approver stating that there is an ANA item in his/her Work List.

9) Start another adjustment item or click the Logout button to exit ANA.

Notes:

- If the work item is approved and entered into Banner by University Payroll or Human Resources, it will reappear in your Work List with an Activity status of Completed. At this point, you may delete the transaction or leave it in the Work List indefinitely.

- Check your Work List periodically for items with Correction or Not Approved statuses. If the Department Approver, Human Resources Approver or Payroll Approver rejects your transaction, ANA will send you an e-mail notification.
GENERAL PROCEDURES FOR APPROVING AN ANA ADJUSTMENT (DEPARTMENT APPROVER)

You will receive an e-mail notification that there is an ANA Work List item for your review.

1) Log into ANA with your enterprise ID and password.

2) Locate the adjustment item with an Activity status of Dept Approval either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.

3) Click the name of the employee. **Result:** The item opens for your review and edits.

4) Click the Continue button to advance to the next screen of information.
5) Click the **Edit** button to add information or make changes (if necessary). Required fields are marked with a red asterisk (*).

6) Review the Department Originator’s comments on the **Submit** screen.

7) Enter any needed information in the **Comments** field. (See the following steps.)

8) Use the appropriate buttons on the **Submit** screen to approve the transaction, return it to the Department Originator for rework or to reject the transaction.

**Approve**

1) Enter any information in the **Comments** field needed by the Human Resources Approver and/or the Payroll Approver to process the transaction.

2) Click the **Approve** button.

**Result:** The item is removed from the Department Approver’s Work List and is forwarded to the Human Resources Approver or to the Payroll Approver. History on the item is started once the Department Approver approves the item.

**Reject**

1) State why the transaction cannot be approved in the **Comments** field.

2) Click the **Reject** button.

**Result:** The item is removed from the Department Approver’s Work List. **ANA** will notify the Department Originator by e-mail that the transaction has been disapproved. The Department Originator must log into **ANA**, locate the item in his/her Work List, open it and click the **Delete** button. The item is then removed from the Department Originator’s Work List.
Return for Rework

1) State what the Department Originator needs to revise in the Comments text field.

2) Click the Return for Rework button.

   Result: The item is removed from the Department Approver’s Work List. ANA will notify the Department Originator by e-mail that the transaction must be reworked. The Department Originator must log into ANA and locate the item in his/her Work List. It will have an Activity status of Correction. After making the necessary changes, the Department Originator re-submits the item to the Department Approver.

Delete

Click the Delete button.

Result: The item is deleted from the Department Approver’s Work List.

Note: Use the Save button if you plan to finish working with the item later but want to save your work.

Warning: If you open an ANA transaction and decide not to finish the tasks associated with your role, you should click the Save button. The Save function removes any reservations on the ANA record. If you exit the ANA record without saving or without completing the tasks for your role, the record will be “locked.” A locked record cannot be accessed by another user. For instructions on how to “unlock” an ANA transaction, see the Record Locking section in this guide.
Adjustment Types

Pay Event Adjustments

Pay Event adjustments fall into two categories:

- When University Payroll is requested to correct time entry errors for timesheets that are in an approved status but the final payroll calculation has not yet occurred.
- When University Payroll is requested to process an adjustment for an overpayment to the employee.

Scenario
An employee did not turn in their paper timesheet to their supervisor and overtime was worked during the pay period. The timesheet was approved in PHATIME with only regular hours worked. University Payroll has not run its final calculation.

Procedure

- The Department Originator will initiate an ANA adjustment to amend the timesheet hours to include the overtime hours.
- The Department Approver will approve the adjustment request. The request is then routed to the Payroll Approver.

Steps for Department Originator

1) Log into ANA with your enterprise ID and password.

2) Enter the employee’s UIN.

3) Select Pay Event Adjustment from the drop-down list of adjustment types.
4) Click the **Create** button.  
**Result:** The Payroll Adjustment (**PZAADJT**) screen of the **ANA** window displays. (You may need to select the employee’s position before this window displays. If so, select the position from those available and click the **Continue** button.)

5) Enter the **Pay Event** information (year, pay ID, pay number). Use the blue search button to view available **Pay Events**.

6) Click the **Continue** button.  
**Result:** The On-Line Time Entry (**PHAHOUR**) screen of the **ANA** window displays.
7) Enter information into the appropriate fields including whether the adjustment corrects an underpayment or overpayment and the associated hours.

8) Click the **Continue** button.  
**Result:** The **Submit** screen appears.

9) Change any contact information (if necessary).

10) Enter any information into the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to approve the transaction.
11) Click the **Submit** button. 
**Result:** The item is routed to the Department Approver’s Work List. **ANA** sends an e-mail to the Department Approver stating that there is an item in their **ANA** Work List.

12) Start another adjustment item or click the **Logout** button to exit **ANA**.

**Steps for Department Approver**

You will receive an e-mail notification that there is an **ANA** Work List item for your review.

1) Log into **ANA** with your enterprise ID and password.

2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the **ANA** window.

3) Click the name of the employee. 
**Result:** The item opens for your review and edits.
4) Observe the employee’s hours shown.

5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator’s comments. (You may use your browser’s **Back** button to return to the screen detailing the employee’s hours. If necessary, use the **Edit** button or click the **PHAHOUR** tab to make corrections to the hours shown.)

6) Enter any needed information in the **Comments** field.

7) Click the **Approve** button.

**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.
Award Payments

Employment-related prizes and awards must be treated as compensation and processed through University Payroll.

Scenario

An employee is to be recognized for superior performance in her duties through an employee award. University Payroll will process the award as an adjustment and a check will be created for presentation at the awards ceremony.

Procedure

- The Department Originator will initiate an ANA request to process the award.
- The Department Approver will approve the award request. The request is then routed to the Payroll Approver.

Steps for Department Originator

1) Log into ANA with your enterprise ID and password.

2) Enter the employee’s UIN.

3) Select Award Payment from the drop-down list of adjustment types.

4) Click the Create button.

Result: The Award Payment screen of the ANA window displays with a PZAADJT tab. (You may need to select the employee’s position before this window displays. If so, select the position from those available and click the Continue button.)
5) Enter the codes associated with each C-FOAPAL segment.

6) Enter the percent of award amount distribution for each C-FOAPAL (if necessary).

7) Click the Continue button.

   **Result:** The Award Payment window displays with a PHAHOUR tab.

8) Enter the total amount of the award.

9) Select the choice of whether to withhold deductions from the amount or to award the employee the net amount shown.

10) Click the Continue button.

    **Result:** The Submit screen appears.
11) Enter the Department Approver’s Chart and six-digit Organization code (if necessary).

12) Change any contact information (if necessary).

13) Enter any information into the Comments field needed by the Department Approver, Human Resources Approver or Payroll Approver to approve the transaction.

14) Click the Submit button

   Result: The item is routed to the Department Approver’s Work List. ANA send an e-mail to the Department Approver stating that there is an item in their ANA Work List.

15) Start another adjustment item or click the Logout button to exit ANA.

Steps for Department Approver

You will receive an e-mail notification that there is an ANA Work List item for your review.

1) Log into ANA with your enterprise ID and password.

2) Locate the adjustment item with an Activity status of Dept Approval either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.
3) Click the name of the employee.

   **Result:** The item opens for your review and edits.

4) Observe the information shown concerning the requested award payment.

5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator’s comments. (You may use your browser’s **Back** button to return to the screen detailing the award details. If necessary, use the **Edit** button to make necessary corrections.)

6) Enter any needed information in the **Comments** field.
7) Click the **Approve** button.

**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.
Taxable Benefits
All taxable benefits must be treated as compensation and processed through University Payroll.

Scenario
In addition to the agreed upon salary, an employee will be receiving a uniform allowance. However, this uniform allowance is taxable. You must notify University Payroll to process this as a taxable benefit.

Procedure
- The Department Originator will initiate an ANA request to process the taxable benefit.
- The Department Approver will approve the request. The request is then routed to the Payroll Approver.

Steps for Department Originator
1) Log into ANA with your enterprise ID and password.
2) Enter the employee’s UIN.
3) Select Taxable Benefit from the drop-down list of adjustment types.
4) Click the Create button.
   Result: The Taxable Benefit screen of the ANA window displays with a PZAADJT tab. (You may need to select the employee’s position before this window displays. If so, select the position from those available and click the Continue button.)
5) Enter the **Pay Event** information (year, pay ID, pay number). Use the blue search button to view available **Pay Events**.

6) Click the **Continue** button.
   **Result:** The **Taxable Benefit** window displays with a **PHAHOUR** tab.

7) Enter the appropriate **Earn Code** and the total amount of the taxable benefit. Use the blue search button to view available **Earn Codes**.

8) Click the **Continue** button.
   **Result:** The **Submit** screen appears.
9) Change any contact information (if necessary).

10) Enter any information into the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to approve the transaction.

11) Click the **Submit** button.

   **Result:** The item is routed to the Department Approver’s Work List. **ANA** send an e-mail to the Department Approver stating that there is an item in their **ANA** Work List.

12) Start another adjustment item or click the **Logout** button to exit **ANA**.

### Steps for Department Approver

You will receive an e-mail notification that there is an **ANA** Work List item for your review.

1) Log into **ANA** with your enterprise ID and password.

2) Locate the adjustment item with an **Activity** status of **Dept Approval** either by scanning your Work List items or by using the search criteria in the **Find a Payroll Adjustment** section of the **ANA** window.
3) Click the name of the employee.  
   **Result:** The item opens for your review and edits.

4) Observe the information shown concerning the requested taxable benefit.

5) Click the **Continue** button to advance to the **Submit** screen and read the Department Originator’s comments. (You may use your browser’s **Back** button to return to the screen detailing the taxable benefit details. If necessary, use the **Edit** button to make necessary corrections.)
6) Enter any needed information in the **Comments** field.

7) Click the **Approve** button.  
**Result:** The item is removed from the Work List and is forwarded to the Payroll Approver.
Leave Balance Adjustments

A leave balance request is used to notify Human Resources when an adjustment may affect an employee’s leave and seniority balance but it does not affect pay.

Scenario
Vacation time was entered for an employee during the week of 11/29/04 through 12/03/04. However, the employee was attending a conference during this time and, therefore, regular hours should have been recorded.

Procedure
- The Department Originator will initiate an ANA Leave Balance Adjustment to indicate that 37.5 hours of vacation should be restored.
- The Department Approver will approve the adjustment request. The request is then routed to the Human Resources Approver.

Steps for Department Originator

1) Log into ANA with your enterprise ID and password.
2) Enter the employee’s UIN.
3) Select Leave Balance Adjustment from the drop-down list of adjustment types.
4) Click the **Create** button.  
**Result:** The **Payroll Adjustment (PZAADJT)** screen of the **ANA** window displays. (You may need to select the employee’s position before this window displays. If so, select the position from those available and click the **Continue** button.)

![Payroll Adjustment Screen](image)

5) Enter the **Pay Event** information (year, pay ID, pay number). Use the blue search button to view available **Pay Events**.

6) Click the **Continue** button.  
**Result:** The **On-Line Time Entry (PHAHOUR)** screen of the **ANA** window displays.

7) Enter the total benefit hours into the **Total Hours** field. (To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value.)

8) Enter the daily benefit hours on the appropriate dates. (To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value.)

![On-Line Time Entry Screen](image)
9) Click the **Continue** button.
   **Result:** The **Submit** screen appears.

10) Change any contact information as necessary.

11) Enter any information into the **Comments** field needed by the Department Approver or Human Resources Approver to approve the transaction.

12) Click the **Submit** button.
   **Result:** The item is routed to the Department Approver’s Work List. **ANA** sends an e-mail to the Department Approver stating that there is an item in his/her **ANA** Work List.

13) Start another adjustment item or click the **Logout** button to exit **ANA**.
Steps for Department Approver

You will receive an e-mail notification that there is an ANA Work List item for your review.

1) Log into ANA with your enterprise ID and password.

2) Locate the adjustment item with an Activity status of Dept Approval either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.

3) Click the name of the employee.

   Result: The item opens for your review and edits.
4) Observe the employee’s hours shown.

5) Click the Continue button to advance to the Submit screen and read the Department Originator’s comments. (You may use your browser’s Back button to return to the screen detailing the award details. If necessary, use the Edit button to make necessary corrections.)

6) Enter any needed information in the Comments field.

7) Click the Approve button.  
**Result:** The item is removed from the Work List and is forwarded to the Human Resources Approver.
Pay Stop

This transaction may be requested after the Payroll calculation has been run but before the employee’s pay has been distributed:

- **For Direct Deposits**: The **Pay Stop** request must be approved by the unit and received by University Payroll no later than four business days prior to the pay date, to ensure that the payment will be deleted from the bank file and is not deposited into the employee’s account. If a **Pay Stop** request is received by University Payroll after the stated deadline, University Payroll cannot guarantee that the funds will be returned to the University.

- **For Check Distributions**: The **Pay Stop** request must be approved by the unit and received by University Payroll no later than three business days prior to the pay date.

Scenario

A monthly employee left April 30, but the PITR was not processed prior to the pay calculation. The department realizes this immediately following the pay calculation and sends a **Pay Stop** request to University Payroll. The employee has direct deposit. University Payroll deletes the transaction from the NACHA file and voids the transaction in **Banner**. The department will need to process an adjustment for the pay due April 16-30.

Procedure

- The Department Originator will initiate an **ANA** adjustment to request a **Pay Stop** for the hours covered in the timesheet period.

- The Department Approver will approve the **Pay Stop** request. The request is then routed to the Payroll Approver.

Steps for Department Originator

1) Log into **ANA** with your enterprise ID and password.

2) Enter the employee’s UIN.
3) Select **Pay Stop** from the drop-down list of adjustment types.

![ANAnet1](image1)

4) Click the **Create** button.
   **Result:** The **Payroll Adjustment (PZAADJT)** screen of the **ANA** window displays. (You may need to select the employee’s position before this window displays. If so, select the position from those available and click the **Continue** button.)

5) Observe the information shown.

6) Click the **Continue** button.
   **Result:** The **Submit** screen appears.

7) Change any contact information (if necessary).

8) Enter information into the **Comments** field needed by the Department Approver and Payroll Approver to approve the transaction (reason for the **Pay Stop**, does the check need to be voided or re-issued, etc.).

9) Click the **Submit** button.
   **Result:** The item is routed to the Department Approver’s Work List. **ANA** sends an e-mail to the Department Approver stating that there is an item in his/her **ANA** Work List.

10) Start another adjustment item or click the **Logout** button to exit **ANA**.
Steps for Department Approver

You will receive an e-mail notification that there is an ANA Work List item for your review.

1) Log into ANA with your enterprise ID and password.

2) Locate the adjustment item with an Activity status of Pay Stop either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.

3) Click the name of the employee.
   Result: The item opens for your review and edits.

4) Observe the information shown.

5) Enter any needed information in the Comments field.

6) Click the Approve button.
   Result: The item is removed from the Work List and is forwarded to the Payroll Approver.
ITEMS RETURNED FOR REWORK

Adjustment items may be returned for rework to the Department Originator by the:

- Department Approver
- Human Resources Approver
- Payroll Approver

Steps for Department Originator

You will receive an e-mail notification that there is an ANA Work List item for your review.

1) Locate the adjustment item with an Activity status of Correction either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.

2) Click the name of the employee.
   
   **Result:** The item opens for your review and edits.
3) Click the **Continue** button.  
**Result:** The **Submit** screen will display.

4) Review all comments entered by any of the Approvers that state what corrections or edits need to be made.

5) Click the **PHAHOUR** tab and make any necessary corrections.
6) Click the **Submit** tab and enter any information in the **Comments** field needed by the Department Approver, Human Resources Approver or Payroll Approver to process the transaction.

7) Click the **Submit** button
   **Result:** The item is removed from the Work List and is routed to the Department Approver’s Work List. **ANA** sends an e-mail to the Department Approver stating that there is an **ANA** item in their Work List.

8) Start another adjustment item or click the **Logout** button to exit **ANA**.

**Note:** If the adjustment item subsequently is approved and entered into **Banner**, it will reappear in your Work List with an Activity status of **Completed**. At this point, you may delete the transaction or leave it in the Work List indefinitely.
Steps for the Department Approver

You will receive an e-mail notification that there is a Work List item for your review.

1) Log into ANA with your enterprise ID and password.

2) Locate the adjustment item with an Activity status of Dept Approval either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.

3) Click the name of the employee.

   Result: The item opens for your review and edits.
4) Click the **Continue** button.
   **Result:** The **Submit** screen will display.

5) Review the comments made by the Department Originator stating what corrections or edits were made. (You may use your browser’s **Back** button to return to the screen detailing the employee’s hours. If necessary, use the **Edit** button to make corrections to the hours shown. You may also click on the **PHAHOUR** tab to make any required corrections.)

6) Enter any needed information in the **Comments** field.

7) Click the **Approve**, **Reject** or **Return for Rework** buttons as appropriate.
   **Result:** The item is removed from the Department Approver’s Work List.
ITEMS REJECTED

Adjustment items may be rejected by the:

- Department Approver
- Human Resources Approver
- Payroll Approver

An item should be rejected only if the transaction is not approved. If the Department Originator must make correction or edits, the Approver should use the Return for Rework option.

Steps for Department Originator

You will receive an e-mail notification that there is an ANA Work List item for your review.

1) Locate the adjustment item with an Activity status of Not Approved either by scanning your Work List items or by using the search criteria in the Find a Payroll Adjustment section of the ANA window.

2) Click the name of the employee.
   
   **Result**: The item opens for your review.

3) Click the Continue button.
   
   **Result**: The Submit screen will display.

4) Review comments made by the Department Approver, Human Resources Approver or Payroll Approver that state why the adjustment request was not approved.

5) Click the Delete Transaction button to delete the adjustment request and to remove it from the Work List.
RECORD LOCKING

When a user reviews or edits a record, the record is locked to prevent others from opening it until the user submits or saves the record. If a user closes the record window (instead of submitting or saving the transaction), the record will be shown as locked until the user re-selects the record at some later time for review or edit and submits or saves the record.

AHA database administrators can unlock records but only in urgent cases. Therefore, it is advised that users process transactions correctly by submitting or saving records as appropriate.
ADJUSTMENT NOTIFICATION APPLICATION (ANA)

CONTACTS

For further information regarding ANA, contact:

University Payroll Customer Service

Urbana-Champaign:  217-265-6363
Chicago:            312-996-7200
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