

Adjustments and Corrections to Payroll

University Payroll & Benefits (UPB)

Don Smith
Payroll Manager

Ground Rules

- Minimize distractions
- Turn off cell phones, PDAs, and pagers
- Evaluations e-mailed out after session, along with link to presentation
- Participate!
 - Ask text questions anytime
 - Polls and quizzes

Payroll Overview Course Sequence

Session I. Overview

- *Review of Payroll Schedule, FLSA*
- *Review of Time Reporting and Adjustments*
- *Explanation of Taxable Gross*
- *Review of Payroll Policies*

Session II. Payroll Time Reporting

- *Web Time Entry, Department Time Entry*
- *Specific Employee Groups*

Session III. Adjustments and Corrections to Payroll

- *Adjustment Notification Application (ANA) and Banner Adjustments*
- *How to Minimize Adjustments*

Session IV. Payroll Overpayments

- *Responsibilities, Overpayment Process Overview*
- *How to Prevent Overpayments*

Course Introduction

1. Course Objectives
2. Adjustment Basics
3. Adjustment Notification Application (ANA)
4. Banner Adjustments
5. How to Minimize Adjustments
6. Summary and Resources

Course Objectives

When you have completed this course, you will be able to:

- Describe the need for payroll adjustments.
- Identify adjustment options and select the appropriate adjustment type.
- Understand basic steps for entering adjustments in ANA (Adjustment Notification Application) and Banner.
- Recognize and prevent common mistakes.
- List ways to reduce the number of adjustments.
- Find UPB contact information and training resources on the Web.

Adjustments and Corrections to Payroll

ADJUSTMENT BASICS

Why Are Adjustments Needed?

Short answer:

1. The original pay event does not pay the employee correctly.

OR

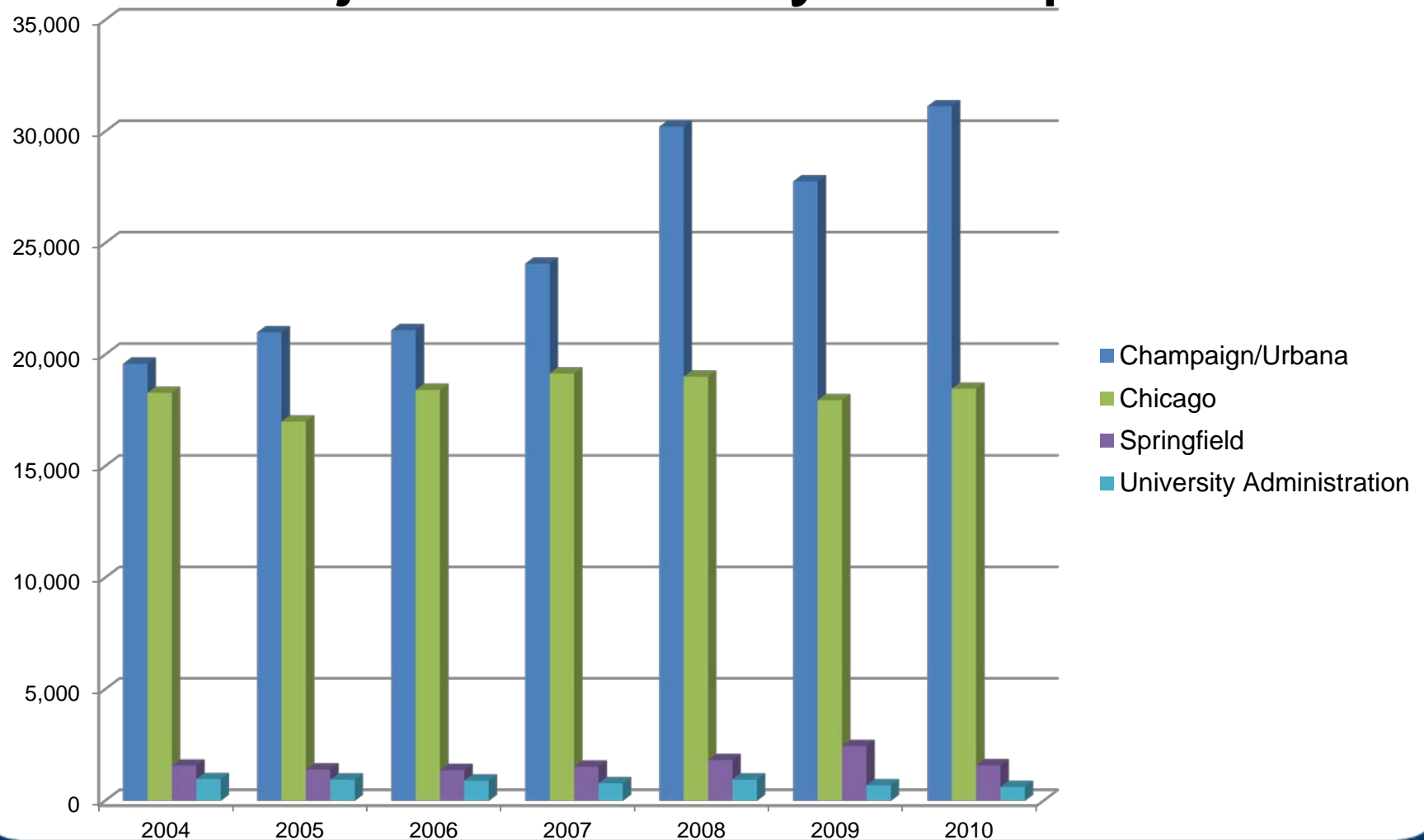
2. A special type of payment requires UPB review:

- a. Awards
- b. One-Time Payments
- c. Overpayments

Why Are Adjustments Needed? (cont)

- Adjustments are needed to correct the results of the following errors:
 - Monthly employee job record not correct or doesn't exist
 - Bi-weekly employee job record not correct, doesn't exist, or time not entered correctly
- Result of these errors:
 - Employee will receive incorrect pay
 - Employee has already received incorrect pay
 - Employee not paid

Adjustments by Campus



Adjustment Counts by Campus

	2004	2005	2006	2007	2008	2009	2010
Champaign/ Urbana	19,597	21,000	21,094	24,083	30,223	27,773	31,136
Chicago	18,291	17,002	18,416	19,160	19,017	17,960	18,480
Springfield	1,579	1,409	1,375	1,535	1,826	2,458	1,590
Univ. Admin.	970	950	909	790	959	701	626
Total	40,437	40,361	41,794	45,568	52,025	48,892	51,832

Percentage Change From Previous Year

Champaign/Urbana	7.16%	0.45%	14.17%	25.50%	-8.11%	12.11%
Chicago	-7.05%	8.32%	4.04%	-0.75%	-5.56%	2.9%
Springfield	-10.77%	-2.41%	11.64%	18.96%	34.61%	-35.31%

Method of Correction

Method of correction depends on the payment stage:

Payment Stage	Method of Correction
Time approved, not yet calc'd	Current Pay Period Adjustment (ANA)
Payment calc'd, not yet distributed	Pay Stop (ANA) or Banner Adjustment
Payment distributed to employee or later	Banner Adjustment or Overpayment

Timing of Corrections: Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
A M	Time Approval	Time Approval	Calc Corrections	ANA Pay Stop	ANA Pay Stop
	ANA Current	ANA Current PZAADJT by noon pays Friday	*ANA Current*	PZAADJT	PZAADJT
P M	Time Approval	Superuser Time Approval		ANA Pay Stop	ANA Pay Stop
	ANA Current	ANA Current		PZAADJT	PZAADJT

* contact UPB Payroll Customer Service

Timing of Corrections: Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
A M	ANA Pay Stop	*ANA Pay Stop	Payday! ANA Overpayment	ANA Overpayment	ANA Overpayment
	PZAADJT	PZAADJT PZAADJT by noon pays Friday	PZAADJT	PZAADJT	PZAADJT
P M	ANA Pay Stop	ANA Overpayment	ANA Overpayment	ANA Overpayment	ANA Overpayment
	PZAADJT	PZAADJT	PZAADJT	PZAADJT	PZAADJT

* contact UPB Payroll Customer Service

Adjustments and Corrections to Payroll

ADJUSTMENT NOTIFICATION APPLICATION (ANA)

ANA Basics

Many adjustments (except prior pay period underpayments) are processed in ANA.

ANA

[Find](#) | [Logout](#)

Create a payroll adjustment:

ID(UIN):

Select Adjustment Type



Work List

Employee Name	<u>UIN</u>	<u>Chart/Org</u>	<u>Activity</u>	<u>Adj Type</u>	<u>Date Created</u>	<u>Pay Event</u>	<u>Transaction #</u>
Jane Doe	65555555	9-699001	Dept Approval	PayEvent	8/2/2011 9:23 AM	2012 MN 6	ANA04242
John Dough	64444444	9-204008	Dept Approval	Leave	8/2/2011 10:06 AM	2011 MN 7	ANA04241
Mary Cassless	63333333	9-699001	Dept Approval	PayEvent	8/2/2011 8:45 AM	2011 MN 7	ANA04239
Noepay Rayse	62222222	9-699001	Dept Approval	PayEvent	9/11/2009 12:05 PM	2009 MN 9	ANA04099

Find a Payroll Adjustment

[Top](#)

ANA Transaction Number:

ID(UIN):

Last Name:

First Name:

Activity:

Chart/Orgn Code:

Pay Event:

ANA Basics (cont)

1. Enter employee's UIN
2. Open **Adjustment Type** to select adjustment option

Create a payroll adjustment: ID(UIN): Select Adjustment Type

Select Adjustment Type

-
- Separation Pay
- Pay Event Adjustment**
- Award Payment
- Pay Stop
- Taxable Benefit
- Leave Balance Adjustment

Employee Name	<u>UIN</u>	<u>Chart/Org</u>	<u>Activity</u>	<u>Adj</u>	<u>Pay Event</u>	<u>Transaction #</u>
---------------	------------	------------------	-----------------	------------	------------------	----------------------

Find a Payroll Adjustment

ANA Transaction Number:

ID(UIN): Last Name: First Name:

Activity: Chart/Orgn Code: Pay Event:

[Top](#)

ANA Basics (cont)

3. Select *Pay Event Adjustment* to correct the **current** pay event for time already approved, or to report an **overpayment** in any pay period

Create a payroll adjustment: ID(UIN): Select Adjustment Type

Select Adjustment Type

- Separation Pay
- Pay Event Adjustment**
- Award Payment
- Pay Stop
- Taxable Benefit
- Leave Balance Adjustment

Employee Name	UIN	Chart/Org	Activity	Adj	Pay Event	Transaction #
---------------	-----	-----------	----------	-----	-----------	---------------

Find a Payroll Adjustment

ANA Transaction Number:

ID(UIN): Last Name: First Name:

Activity: Chart/Orgn Code: Pay Event:

ANA Basics (cont)

4. Select job to adjust if employee has multiple jobs
5. Enter pay event to adjust

ANA

Worklist | Find | Logout

Prior Pay Event Adjustment
Exempt

PZAADJT

Transaction #: ANA04225

* = Required Field

ID: 63333333 Mary Cassless CA0245 00 VST RSRSC & POLICY ANLYS effective 8-16-2010

Time Sheet Orgn Code: 2 - 591000

*Pay Event: Year Pay ID Pay No
2011 MN 6

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
2	100011	591000	211300	591003			100.00

Continue

ANA Basics (cont)

6. Enter time/pay **exactly** as it should have paid

Prior Pay Event Adjustment
Non-exempt

PZAADJT **PHAHOUR** Transaction #: ANA01171

* = Required Field

ID: 900000063 Claude Elsinore01

*This adjustment corrects an: ☐ Overpayment ☒ Underpayment

Hours paid for Pay Event 2008 BW 26

Total Hours: 80

Earn Code	Total Hours	Sun Nov 30	Mon Dec 1	Tue Dec 2	Wed Dec 3	Thu Dec 4	Fri Dec 5	Sat Dec 6	Sun Dec 7	Mon Dec 8	Tue Dec 9	Wed Dec 10	Thu Dec 11	Fri Dec 12	Sat Dec 13
RGO	80		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	

Hours that SHOULD have been paid:

Total Hours:

*Earn Code	*Total Hours	Sun Nov 30	Mon Dec 1	Tue Dec 2	Wed Dec 3	Thu Dec 4	Fri Dec 5	Sat Dec 6	Sun Dec 7	Mon Dec 8	Tue Dec 9	Wed Dec 10	Thu Dec 11	Fri Dec 12	Sat Dec 13	Total
RGO	80		8	8	8	8	8			8	8	8	8	8		0.00
OVR	5		1	1	1	1	1									0.00

TOTAL 0.00

ANA Basics (cont)

7. Enter contact information
8. Enter FOP overrides and detailed comments about the adjustment in **Comments** field
9. Click **Submit** button

Prior Pay Event Adjustment
Non-exempt

PZAADJT PHA HOUR Submit

Transaction #: ANA01171

* = Required Field

ID: 900000063 Claude Elsinore01

*Contact Person:

*Phone: (555) 555 - 5555

*E-mail:

*Comments: 2/11/2009 Originator

Claude's overtime hours were not included in his time sheet for 12/1, 12/2, 12/3, 12/4 and 12/5. One hour of overtime should be added to each day.

Submit Delete Transaction

Awards

- Employment-related cash awards for superior performance
- Specify FOAP
- Can be grossed up
- Direct deposit date
- Use a certificate of your choice
- Allow one week for processing
- Awards over \$400 require department and Chancellor approval

Awards (cont)

1. Specify the Accounting C-FOAPAL string
2. Split the percentage between strings as needed

ANA

Worklist | Find | Logout

Award Payment

PZAADJT

Transaction #: ANA04311

* = Required Field

ID:

COA	Fund	Orgn	Acct	Prog	Actv	Locn	%
1	100012	701000	215980	701001			100.00

Add Another Row

Continue

Awards (cont)

3. Enter **Amount** of award
4. Select whether award will be reduced by withholdings or grossed up

Award Payment

PZAADJT

PHAHOUR

Transaction #: ANA04311

* = Required Field

ID:

Earn Code: AWD - Award

*Amount: \$ 500.00 ☐ Withhold applicable statutory deductions from this amount.
☒ Gross up so employee will receive this net amount.

The University of Illinois allows awards to be paid to employees as supplemental wages. As such, awards are subject to Federal and State tax withholding, as well as Medicare and State Universities Retirement System (SURS) withholding. For more information, see the [Business and Financial Policies and Procedures manual, Section 4.3](#).

Continue

Awards (cont)

In the **Comments** field:

5. Identify whether paper check or direct deposit required
6. Note the date that payment is needed
7. Enter employment award title or ceremony

Award Payment

PZAADJT PHAHOUR Submit

Transaction #: ANA00524

* = Required Field

ID: 120111060 William Carey060

*Approver's Chart/Orgn Code:

*Contact Person:

*Phone: () -

*E-mail:

*Comments: 1/25/2005 Training TRAINING30

Enter dates.

Date check needed: 2/05/05

Date check will be presented to recipient: 2/07/05

Taxable Benefit

- Earn code increases taxable gross
- Entered to tax monetary value that employee received
- Added to current pay event
- Make sure it's **not** already reported on a spreadsheet

ANA Find | Logout

Create a payroll adjustment: ID(UIN): Select Adjustment Type Create

Select Adjustment Type

- Pay Stop
- Award Payment
- Taxable Benefit**
- Separation Pay
- Leave Balance Adjustment
- Pay Event Adjustment

Employee Name	UIN	Chart/Org	Ac	Date Created	Transaction #
Find					

ANA Transaction Number:

ID(UIN): Last Name: First Name:

Activity: Any Activity Chart/Orgn Code: All Organization Codes

Taxable Benefit (cont)

1. Enter earn code and monetary value
2. Press the **Continue** button to enter contact information

ANAWorklist | Find | Logout

Taxable Benefit

PZAADJT PHAHOUR

Transaction #: ANA00529

* = Required Field

ID: 120114060 Hank Markill060

*Earn Code: TX9 *Total Amount: \$ 185.00

Continue

Pay Stop

- Pay has Calculated in Banner, but not distributed to employee
- Direct Deposit item gets deleted from bank file, preventing payment
- Paper Checks get pulled prior to distribution
- Submit to UPB by 5:00pm 2 days before pay date
- Adjustment for correct pay must be submitted, if needed

ANA Find | Logout

Create a payroll adjustment: ID(UIN): Select Adjustment Type

Select Adjustment Type

- Pay Stop
- Award Payment
- Taxable Benefit
- Separation Pay
- Leave Balance Adjustment
- Pay Event Adjustment

Employee Name	UIN	Chart/Org	Date Created	Transaction #
Find				

ANA Transaction Number:

Top

Leave Balance Adjustments

- Dollar amount of pay is correct
- Vacation / Sick leave adjusted
- HR performs this process

Leave Balance Adjustment

PZAADJT PHAHOUR Submit
Transaction #: ANA00531

* = Required Field

ID: 120116060 William Harrison060

Total Hours: To increase benefit hours, enter a negative value. To decrease benefit hours, enter a positive value.

Earn Code	Total Hours	Sun Nov 21	Mon Nov 22	Tue Nov 23	Wed Nov 24	Thu Nov 25	Fri Nov 26	Sat Nov 27	Sun Nov 28	Mon Nov 29	Tue Nov 30	Wed Dec 1	Thu Dec 2	Fri Dec 3	Sat Dec 4	Total
VAC	-37.5									-7.5	-7.5	-7.5	-7.5	-7.5		(37.50)
																0.00
															TOTAL HOURS	(37.50)

Overpayments

- Topic for separate Webinar
- Notify employee, then submit ANA to UPB
- UPB initiates collection from employee
- 6% Service Fee for all amounts collected
- USFSCO attempts collection for terminated/inactive employees who do not respond
- Third party collection agency
 - Results in commission charge

Adjustments and Corrections to Payroll

BANNER ADJUSTMENTS

Adjustments in Banner – Basics

Use **Adjustment Processing Form** (***PZAADJT***) to process **underpayments** for prior pay periods for an employee if:

- Employee **received no pay** for pay period
- Employee's **hours were not reported**
- Employee's **hours reported incorrectly**
- Employee's **job changes not completed** by deadline (with rate or FTE changes).

Banner Dispositions for Adjustments

- Adjustment begins at disp. **47** (manual calc, manual print, not processed).
- When it leaves department/unit, it should be at disp. **27** (computer calc, computer print, not processed).
- UPB balances the adjustment to disp. **28**
- UPB approves the adjustment to disp. **30**
- Deductions calculated: disp. **40**
- Some adjustments have manual print for record purposes so no payment will be issued: disp. **50**
- Calc completed and adjustment paid: disp. **70**.

Entering an Adjustment in Banner

1. Type *PZAADJT* in the **GoTo...** field
2. Enter UIN and pay period to adjust
3. Select *Adjust* for **Adjustment Action**
4. Enter **History Date** of anticipated payday
5. Never enter **Posting Override Date**
6. Select *Computer* for **Calculation Method** and **Print Method** in next block
7. Save changes

Adjustments and Corrections to Payroll

OFFICE OF BUSINESS AND
FINANCIAL SERVICES

File Edit Options Block Item Record Query Tools Help **ORACLE**

Adjustment Processing Form PZAADJT 8.1 [MC:51.0.3] (BANPROD) (0NONE)

ID: 655998472 Donald R Smith, Jr Effort Certification Locked: ☐

Year: 2010 Payroll ID: BW Payroll Number: 4 Sequence Number: 1

Adjustment Action: Adjust History Date: 05-MAR-2010 Posting Override Date:

Adjustment Detail Job Information Comments Effort Certification Routing

Adjustment Detail

Disposition: 27 Pre-Balance Calc

Event Type: J Adjusted

Calculation Method: Computer

Print Method: Computer

Gross and Net Amounts

Entered Gross: Calculated Gross:

Entered Net: Calculated Net:

Document Total:

This event Associated with Sequence Number: ☐

This event Adjusts Sequence Number: 0 Date: 17-FEB-2010

This event is Adjusted By Sequence Number: ☐ Date:

User ID:

Entering an Adjustment in Banner (cont)

8. Enter comments on **Comments** tab, including reason for adjustment and contact information. Additional instructions, such as C-FOAPAL overrides, should also be included.
9. Select position by labor distribution effective date on **Job Information** tab
10. Save changes

Adjustments and Corrections to Payroll

OFFICE OF BUSINESS AND
FINANCIAL SERVICES

File Edit Options Block Item Record Query Tools Help ORACLE


Adjustment Processing Form PZAADJT 8.1 [MC:51.0.3] (BANPROD) (0NONE)

ID: 655998472 Donald R. Smith, Jr. Effort Certification Locked: ☐

Year: 2010 Payroll ID: BW Payroll Number: 4 Sequence Number: 1

Adjustment Action: Adjust History Date: 05-MAR-2010 Posting Override Date:


Adjustment Detail Job Information **Comments** Effort Certification Routing

Comments: 

Adjustment for ...


Date and Time: 23-FEB-2010 08:21:31 AM

User Name: Donald R. Smith, Jr.

Comments: 

Date and Time:

User Name:

Comments: 

Date and Time:

User Name:

OFFICE OF BUSINESS AND
FINANCIAL SERVICES

[illegible]

Entering an Adjustment in Banner (cont)

11. Select **Earnings History** from the **Options** menu

Oracle Developer Forms Runtime - Web: Open > PZAADJT

File Edit **Options** Block Item Record Query Tools Help

Adjustment Detail

Earnings History [PHAHOUR]

Address List [PPIADDR]

General Employee Information [PEAEMPL]

Bargaining Unit for Employee [PEABARG]

Bargaining Unit Member List [PEIEBRG]

Employee Information History [PEIEHIS]

Job/Assignment Detail [NBAJOBS]

List of Jobs by Employee [NBIJLST]

Job/Assignment History [PEIJHIS]

List of Employee's Pay Events [PZILIST]

Pay Event Time Sheet Key List [PHITSKY]

Employee Search [POIIDEN]

ID: Year: Adjust Position

Payroll Number: 4 Sequence Number: 1

History Date: 20-FEB-2009 Posting Override Date:

Position	Time Sheet Method	Employee Class	Employer	Time Entry	California STRS	California PERS			
C-11111	UU	20-JAN-2009 A I 999999	T	SA	Student	UI	D		

Entering an Adjustment in Banner (cont)

12. Enter earnings, using adjustment earn codes.
13. Save changes.

History Earnings

Total Units: Total Hours:

Earnings	Shift	Hours or Units	Generated	Special Rate	Amount	Attendance	SUN	MON	TUE	WED	THU	FRI	SAT
▼													
AHO	1	27.80	N				Jan24	Jan25	Jan26	Jan27	Jan28	Jan29	Jan30
									5.00	5.00	7.80		

Time Distribution

Hours	Percent	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost
27.80	100.00	2	▼	623002	639003	211400	639016	▼	▼	▼	▼
27.80	100.00										

History Earnings Code;
Record: 1/1 | ... | <OSC>

Adjustment Earn Codes

Code	Description
ADD/ADO	Adjust Dollars
ADH/AHO	Adjust Hours
AFD	Adjust Fellowship
ADG	Adjust Grad Dollars
ATS	Sick Term PayOut
ATV	Vacation Term PayOut
ATW	Sick Term Waived

Bi-weekly Adjustment Specifics

- Enter **adjustment hours** (earn codes ADH, AHO) worked each day for non-exempt employees
- Enter **adjustment dollars** (earn codes ADD, ADO) for rate increases
- Only report leave hours not paid (do leave balance adjustment if pay is correct)
- If C-FOAPAL override is needed, be sure to mention in comments

Monthly Adjustment Specifics

- $\text{Assigned Salary} \div \text{Work days in Pay Period} = \text{Daily rate (see Payroll Schedule)}$
- $\text{Daily rate} \times \text{number of days worked} = \text{Dollars owed to employee}$
- Example: $(\$2,000.00 \div 22) \times 5 = \454.55
- If retroactive rate change on Assigned Salary, then use the difference in the rates for calculation

Job Records

- Personnel Date and Effective Date
 - Effective Date is date used by Banner
 - Personnel Date is the date that the job or job change should have been effective
- Leave of Absence
 - Work with HR so job record reflects leave
- FTE
 - Make sure FTE is accurate for all jobs

Separations

- Separation / Terminal Benefits Payout
 - HRFE – weighted hourly rate; separation date
 - PZAADJT – comments, Earnings History
 - PEALEAV – number of hours to pay out
 - NBAJOBS – termination date
- Deceased Employees
 - Documentation required:
 - Death Certificate
 - Small Estates Affidavit/Will
 - W-9 signed by beneficiary
 - Photo ID of beneficiary

One-Time Payments

- Created on **One-Time Payment Form** (*PEA1PAY*)
- Used for non-employees doing event-type work
- Training class available: PR 135 (One-Time Pay)

Labor Redistributions

- **Labor Distribution Form (*PZAREDS*)**
used to redistribute labor charges
- Labor redistributions also called earnings transfers
- Training class available: PR 130 (Labor Redistributions)

Special Situations

- Union-Negotiated Increase
 - HR submits file for retroactive increase
 - Smaller unions, use RP1 on regular pay calc
 - UPB processes adjustments for inactive employees only (on applicable job)
- Contract Agreements
- Deferred Payouts (DP) 9/9 to 9/12
- Overtime Calculations

Adjustments and Corrections to Payroll

HOW TO MINIMIZE ADJUSTMENTS

Common Mistakes

- Leaving out or entering vague Comments
- Selecting incorrect Job or Job Effective period with incorrect rate/work dates
- Entering incorrect earn code
- Entering time in Comments instead of **Earnings History (*PHAHOUR*)**
- Job record does not support the adjustment
- Calculation is not correct (Monthly)
- Statutory deductions are missing
- Forgetting to include overtime

Erasing an Adjustment

1. Open **PZAADJT** in Banner
2. Enter UIN and pay event to be erased (disp. 27)
3. Select *Erase* for **Adjustment Action**
4. Click **Next Block** button
5. Save changes
6. Verify adjustment was erased in **PZILIST**

The screenshot shows the Oracle Banner PZAADJT screen. The title bar reads "Adjustment Processing PHAADJT 8.1 (BANPROD) (0NONE)". The main form contains the following fields:

- ID:** 655998472 (highlighted with a red box)
- Year:** 2010
- Payroll ID:** BW
- Payroll Number:** 4
- Sequence Number:** 1
- Adjustment Action:** Erase (highlighted with a red box)
- History Date:** (empty)
- Effort Certification Locked:** ☐
- Posting Override Date:** (empty)

Below the form are tabs for "Adjustment Detail", "Job Information", "Document Information", "Comments", "Effort Certification", and "Routing". The "Adjustment Detail" tab is selected, showing a table with the following data:

Adjustment Detail

Preventing Adjustments

- Make sure all job records are accurate:
 - Submit HRFE by scheduled deadline
 - Verify Effective Dates
 - Verify E-Class and Benefits Category
 - Verify Assigned Salary for Monthly employees
 - Verify FTE
 - Verify work schedule or default earnings/hours for Bi-weekly employees

Preventing Adjustments (cont)

- Make sure time is entered correctly:
 - Verify correct hours
 - Verify correct earn codes
 - Meet time entry deadlines
 - Security for approvers/superusers
- Check HRPAY00104 – Payroll Labor Distribution report in View Direct
 - Prior to payday

Adjustments and Corrections to Payroll

SUMMARY AND RESOURCES

Resources

- Office of Business and Financial Services
 - <http://www.obfs.uillinois.edu>
 - OBFS News Center – sign up to get the latest information regarding UPB policies and procedures, including the UPB newsletter and holiday deadline changes:
http://apps.obfs.uillinois.edu/news/dsp_NewsCenter.cfm
- Decision Support – Warehouse
 - <http://www.ds.uillinois.edu/web/>

Resources (cont)

Hands-on Payroll Courses at

<http://www.obfs.uillinois.edu/training/materials/payroll/>:

[PR 120 \(Adjustment Processing\)](#)

[PR 130 \(Labor Redistributions\)](#)

[PR 135 \(One-Time Pay\)](#)

[TA 105 \(Department Time Entry\)](#)

Resources (cont)

Additional Job Aids at

<http://www.obfs.uillinois.edu/training/materials/payroll/>:

[Entering Your Time](#) online tutorial

[Changing Your Time](#) online tutorial

[Approving Timesheets](#) online tutorial

[Changing Employees' Timesheets](#) online tutorial

[Return Time in Web Time Entry](#) (PDF)

Contacts

University Payroll & Benefits Office

– Customer Service Representatives

Chicago	312-996-7200
Springfield	217-206-7211
Urbana	217-265-6363

Payroll Inquiries – payinq@uillinois.edu

– UPB Payroll Administration

312-996-1922

Course Summary

Now that you have completed this course, you are able to:

- Describe the need for payroll adjustments.
- Identify adjustment options and select the appropriate adjustment type.
- Understand basic steps for entering adjustments in ANA (Adjustment Notification Application) and Banner.
- Recognize and prevent common mistakes.
- List ways to reduce the number of adjustments.
- Find UPB contact information and training resources on the Web.

Thank you for attending!

Questions?