STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions

FROM: Marvin Becker, Assistant Comptroller - Operations

DATE: December 7, 2016

SUBJECT: Processing Employee Bonus Payments

NUMBER: 2-16

The Illinois Office of the Comptroller (IOC) is implementing a new procedure for the processing of employee bonus payments. 15 ILCS 405/13 states "the Comptroller shall prepare a schedule showing the dates on which all employees of the State shall be paid." Due to the state's on-going financial difficulties, the IOC will issue discretionary bonus payments in line with vendor payments which will impact the scheduled payment date of the bonus payment. A bonus payment is a non-recurring personnel service payment made in addition to an employee's base compensation that does not increase their base pay. Stipend and overtime payments generally do not qualify as bonus payments.

This bulletin is to inform agencies of the procedure to process employee bonus payments received by the IOC after January 1, 2017. The procedure for processing is as follows:

- When an agency approves a bonus payment, they must submit a request to the IOC to approve a scheduled payment date for the bonus payment. DO NOT SEND THE VOUCHER OR FILE AT THIS TIME.

- The request should include the following information and be emailed to ioc.payroll@illinoiscomptroller.gov.

  1. Employee name
  2. Gross bonus amount per employee
  3. Funding source (full appropriation)
  4. Total(s) by funding source
  5. Indicate whether the bonus is issued as part of a labor negotiated agreement

  Please see the request format example below.

Employee Name	Gross Bonus Amount	Funding Source	Labor Negotiated
Smith, Joseph	$1,000.00	17-0001-360-01-19000000	N
Williams, Marie	$2,500.00	17-0001-360-01-19000000	N
	$3,500.00	Total by Funding Source	
Jones, John	$500.00	17-0001-360-02-12000000	Y
Johnson, Jane	$750.00	17-0001-360-02-12000000	Y
	$1,250.00	Total by Funding Source	

Upon receipt the IOC will review the request. The IOC will determine the scheduled payment date and notify the agency of the date.

- Payments MUST be on a separate supplemental payroll voucher and cannot include regular employee wages.

- Detail Object Code 1128 has been created by the IOC to process these payments.

  1128 Bonus Payments.
  A non-recurring personnel service payment made in addition to an employee's base compensation that does not increase their base pay. Stipend and overtime payments do not qualify as bonus payments. NR

- All other normal payroll file processing requirements must be followed.

Any exception to this process must be submitted in writing to Marvin Becker, Assistant Comptroller-Operations, for review.

If you have questions concerning this Payroll Bulletin, please contact IOC Payroll at (217)782-4758. Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at www.illinoiscomptroller.gov/agencies.