



ILLINOIS OFFICE OF COMPTROLLER

SUSANA A. MENDOZA
COMPTROLLER

MEMORANDUM

TO: All Accounting and Payroll Bulletin Distribution Lists

FROM: Ellen Andres
Assistant Comptroller – Operations

DATE: March 16, 2020

RE: **COVID-19 Accounting & Payroll Temporary Procedures**

Given the ongoing developments surrounding the COVID-19 Coronavirus and in the interest of keeping State employees safe and healthy, the Illinois Office of Comptroller (IOC) is implementing some temporary procedures to accommodate remote working and the need for original signatures.

Effective today, March 16, 2020, IOC will be operating at minimum staffing levels with only designated critical function employees reporting to work. The IOC will make the following accommodations and exceptions accordingly. These procedures will remain in effect until otherwise notified:

- If you prefer to follow normal processing procedures, please continue to do so.
- We will accept documents via email, beginning today, as outlined in the individual sections below.
- Keep in mind that the IOC will be working with a reduced staff, so please only send **high priority** documents that are **required** to be processed during this time.
- Procedure for emailed documents:
 - Emailed documents must be sent from a state email account. If the document requires the Agency Director/Agency Head signature authorization, it must be sent to the IOC from the state email account of that person or a designee's email account with signature authority.
 - It is preferred that the document is signed, scanned, and emailed to the specified email addresses as outlined below.
 - If your Agency is not able to sign the physical copy of the document, we will accept the document without a signature. Please include the following in the body of the email: "I authorize the attached documents for processing."
- If you are sending the documents via email, **please do not send the hard copies**. These should be maintained at the agency.
- We will still accept mail at this time.
- Keep in mind that if the documents contain any Personal or Confidential information, they should be emailed in a secure manner.

Funds, Receipts, Collections, and Warrants/Adjustments

Please send the following priority documents to stateoffset@illinoiscomptroller.gov:

- C-45 Chart of Accounts
- C-68 Application to Establish or Dissolve a Fund
- C-50 Warrant Action Request (email is only accepted if a warrant is not required)
- C-55 Fund Transfer Notification
- C-63 Expenditure Adjustment Transmittal (email is only accepted if the money instrument is a draft)
- C-64 Receipt Deposit Transmittal (email is only accepted if money instrument is a draft)
- C-80A Obligation Reconciliation Notice
- C-90 Object Correction Request
- SCO-102 Receipt Transfer Request
- SCO-415 Expenditure Transfer Request

If requesting a federal draw, please contact Kelsey Madonia from the Treasurer's Office at kmadonia@illinoistreasurer.gov.

Additional Information for C-63s (EATs) and C-64s (RDTs): Please include the full six-digit agency order numbers in the body of the email when transmitting the documents. If a C-63 or C-64 has any other type of money instrument besides a draft, please continue to follow normal procedure and mail or deliver the document and deposit instrument to the IOC.

Vouchering

The IOC is requesting that the following vouchers are not sent to our office until further notice:

- Travel Vouchers
- Petty Cash Vouchers

Payroll Reimbursement Vouchers from the Universities – Please contact vouchering before you submit these vouchers.

Paper vouchers for death benefits and Involuntary Withholding from the Universities can still be submitted.

Other Notes for Vouchering:

- Agencies should only send prioritized payments.
- Agencies should continue to fax their C-14 vouchers.
- PV Mods are either faxed or emailed, and this process should continue. The email address is PreAudit@illinoiscomptroller.gov.
- Signature forms are found at <https://illinoiscomptroller.gov/agencies/resource-library/accounting-forms/>. The form instructions provide the email address for submission.
- Balancing reports can be emailed to BalanceReport@illinoiscomptroller.gov.

Obligations

Instructions for emailing contracts/grants/agreements associated with obligations:

- Send a ***legible*** copy of the document to: ObligationsBalancingReport@illinoiscomptroller.gov.
 - Only one contract attached per email.
 - Subject line must include "Obligations Document" with the Agency Number and Obligation Number.

- Late Filing Affidavits – the requirement to send an original and one copy will be waived for contracts submitted by email. If a Late Filing Affidavit is included in the contract packet, please add “LFA” in the email subject line.
- A contract will be considered a priority if it is emailed. Mailed contracts will be stamped in and processed as time allows.

Payroll

- Processors should continue to submit electronic files for payroll. Retirement systems should continue to submit electronic files for pension payments.
- If signed hard copy vouchers cannot be physically mailed or delivered on time, agencies may email their vouchers to payroll@illinoiscomptroller.gov. The original signed vouchers must be maintained by the agencies and should not be sent to the IOC.
- Agencies submitting payroll vouchers electronically should only send the Schedule Page, Certification Page, and Totals Page. Agencies must maintain the entire original voucher.
- Vouchers submitted via fax or email are still due to our office by the normal pay schedule due date at 9:00 AM.
- Please contact IOC Payroll before you run a supplemental payroll.