



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: July 15, 2019

SUBJECT: Interest Payments on Back Pay

NUMBER: 230

Public Act 101-0007 provides agencies with appropriations to pay both the principal and interest due on back pay incurred during fiscal years 2016 through 2019. Employees will receive separate payments for the principal and interest. Payroll Bulletin 2-19 addresses the principal payroll payments. This accounting bulletin addresses the interest portion of the back pay.

Interest Payments:

Interest payments will be made through SAMS and are taxable; therefore, all employees (vendors) receiving interest payments must be certified in SAMS.

Vendor Certification:

Employees (vendors) can be certified through direct entry into NVEN or through file upload using the FVEN layout (attached).

- Due to the unique nature of these payments, the IOC will not require agencies to obtain a W-9 to certify the employees/former employees. Since the IOC routinely verifies employee payroll information with the Social Security Administration, the same information should be used to certify the employees.
- There are two options for submitting employee information to the IOC for certification in the commercial system:
 1. File submission using the FVEN layout:
 - Recommended process for large volume agencies.
 - Email your file in a secure manner to vendor@illinoiscomptroller.gov for IOC review. Once the file has been reviewed, the IOC will notify your agency it is approved for production.
 - Name the file as follows: agency number_region_date/time stamp.txt. For example, a file for agency 360 in production would be named 360_P_1907151335.

- Coordinate the manner that the approved production file will be sent to the IOC. The Vendor Unit can be contacted at (217) 782-3608.
2. Direct entry into NVEN:
- Accounting Bulletins 153, 166, and 207 provide direction on how to enter into the NVEN screen.
 - If you have a user that needs to obtain access to NVEN in SAMS, please see Accounting Bulletin 153 and complete and submit the “Request for Access to the New Vendor Entry Screen” form.
- 1099-INT forms will be sent to employees whose interest payments total \$10 or more. Please notify your employees to expect these forms next January.
 - It takes a minimum of two business days to certify a vendor with the IRS, regardless of the method used. This should be considered for the timing of the submission of your voucher file (900M).
 - Please do not submit a file without first confirming the successful certification of a random sample of your employees. Confirmation can be made by using the SAMS VEN2 screen, the SAMS Warehouse Table (WH_VENDOR), or by searching our website.

Processing the Interest Payments

After the employees have been certified, the interest payments can be processed through the commercial system on the 900M file.

- Use Detail Object Code 1994 Other Interest Penalty – Not Elsewhere Classified.
- The voucher text should state “Back pay interest for state employee.”
- Warrants will be mailed to the addresses used on the 900M, regardless of the address used to certify the employee. Please ensure you have the most up-to-date address for each employee.

Direct Deposit

- All warrants will be mailed to employees unless they are already signed up for direct deposit in the commercial system. Please do not submit the SCO-400 or SCO-400R. This is not a recurring payment; therefore, they should not sign up for direct deposit.
- This is not an employee reimbursement; therefore the \$2.50 hardcopy fee is not applicable.
- Direct deposit authorizations remain active in the IOC’s system for 24 months. If an employee has not received a reimbursement payment in the last 24 months, their authorization has become inactive and they will be sent a hardcopy warrant.

If you have any questions concerning this bulletin, please contact Karla Grigsby, Manager of Voucher Control at (217) 782-3608. Agencies may access this and other Accounting and Payroll Bulletins on the IOC website at <http://www.illinoiscomptroller.gov/agencies>.

FVEN

Length = 162

HEADER RECORD

<u>DATA ELEMENT</u>	<u>FROM</u>	<u>THRU</u>	<u>PICTURE</u>	<u>COMMENTS</u>
AGH-AGY	1	3	X(03)	Agency number
FILLER	4	4	X(01)	Space
AGH-DATE	5	12	9(08)	Date of Transmittal
FILLER	13	162	X(149)	Spaces

DATA RECORD

AG-TIN-SSN	1	9	X(09)	SSN/FEIN
FILLER	10	10	X(01)	SPACE
AG-LAST-NAME	11	27	X(17)	LAST NAME
AG-FMS-NAME	28	38	X(11)	FIRST NAME
FILLER	39	69	X(31)	
AG-ADDR-LINE1	70	99	X(30)	ADDRESS LINE 1
AG-CITY	100	117	X(18)	CITY
AG-STATE	118	119	X(02)	STATE
AG-ZIP1-5	120	124	X(05)	ZIP CODE 1 - 5
AG-DASH	125	125	X(01)	VALUE '-'
AG-ZIP7-10	126	129	X(04)	ZIP CODE 7-10
FILLER	130	162	X(33)	SPACES