

PAYROLL BULLETIN

To: All State Agencies, Boards, Commissions and Universities

From: Steven L. Valasek, Director of State Accounting

Date: January 11, 2001

Subject: New Payroll Tape Layouts

Number: 1-01

The Illinois Office of the Comptroller is implementing a new payroll voucher tape layout and a new address change tape layout effective July 1, 2001. The new layouts are required to meet the new IRS naming convention requirements. These requirements are effective for the reporting period ending December 31, 2001. We have analyzed the current payroll voucher tape layout and the current address change tape layout and have concluded that they cannot meet the new requirements. At the same time, the IOC is going to implement other changes to meet the needs of the various users, such as the new CMS Qualified Transportation Fringe Benefits Program.

The project is in the initial design phase. We are encouraging users to submit any comments or suggestions for enhancements to either of these two current layouts. Our goal is to design the new layouts to meet our current needs and allow flexibility for future payroll processing needs.

Any comments or suggestions must be received by January 26, 2001. The comments or suggestions should be sent to:

Office of the Comptroller
Attention: Nancy Smith
Statewide Payroll
325 West Adams
Springfield IL 62704

After the design phase is completed in early February, we will schedule a meeting with the payroll processing agents to discuss the new layouts.

If you have questions or comments regarding this bulletin, please contact our Payroll Office at (217) 782-4758.