



PAYROLL BULLETIN

To: All State Agencies, Boards, Commissions and Universities

From: Steven L. Valasek, Director of State Accounting

Date: June 17, 2005

Subject: Payroll Wage Stub/Earnings Statement - Union Deduction Disclosure

Number: 01-05

Pursuant to the most recent AFSCME contract agreement, all wage stub/earning statements with a union deduction must indicate whether the employee has authorized payroll deductions for union membership or if the employee has not authorized the deductions and is paying "fair share".

The Illinois Office of the Comptroller (IOC) has implemented this change for all unions, not just AFSCME. The IOC payroll system has been modified by using byte 241 on the payroll voucher tape to indicate whether the union deduction is from a member or non-member. The acceptable values for the new indicator are 1, 2, 3 or a space (see description below).

- An indicator of "1" in byte 241 indicates the union deduction is for a union member. If there is a "1" in byte 241, and a union code and deduction amount exist in the miscellaneous fields, the words "UNION DUES" will be printed on the wage stub/earning statement.
- An indicator of "2" in byte 241 indicates the union deduction is for a non-union member. If there is a "2" in byte 241, and a union code and deduction amount exist in the miscellaneous fields, the words "NON MBR FEES" will be printed on the wage stub/earning statement.
- An indicator of "3" in byte 241 indicates the union deduction is from an employee who is in more than one union and has a mix of member dues and fair share. If there is a "3" in byte 241, and a union code and deduction amount exist in the miscellaneous fields, the words "UNION&NONMBR" will be printed on the wage stub/earning statement.

- An indicator other than 1, 2, or 3 is not valid. If there is a blank (space) or any character other than a 1, 2, or 3 in byte 241, and a union code and deduction amount exist in the miscellaneous fields, the words “UNIONSTATUS?” will be printed on the wage stub/earning statement.
- If there is NO union code and deduction amount in the miscellaneous fields, the agency should leave byte 241 blank (by using a space).

Agencies that provide their employees with an electronic version of their earning statements, instead of the hard copy version issued by the IOC, must comply with the provisions of this AFSCME contract agreement. The IOC will provide this new indicator to the agencies in their return tape.

The IOC will implement this change effective July 8, 2005. Therefore, this change will impact all payrolls that are processed by the IOC on or after July 8, 2005.

If you have any questions regarding this bulletin, please contact our payroll office at (217) 782-4758. Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's Website at www.ioc.state.il.us under Resource Library.