



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

PAYROLL BULLETIN

To: All State Agencies, Boards and Commissions

From: Steven L. Valasek, Assistant Comptroller - Operations

Date: January 13, 2012

Subject: Direct Deposit of State Employees Payrolls

Number: 1-12

The Illinois Office of the Comptroller (IOC) has finalized the system changes required to implement the State employee payroll portion of Public Act 97-0348. A \$2.50 processing fee for not utilizing direct deposit goes into effect on February 1, 2012.

Any payroll voucher processed by the IOC on or after February 1, 2012 must meet the following processing requirements:

1. Each payroll record must contain direct deposit information for the State employee; **OR**
2. The Social Security Number (SSN) of the State employee must be on the IOC hardship file; **OR**
3. The payroll record must contain a Miscellaneous Deduction in the amount of \$2.50 and be coded:
 - Miscellaneous Type: R
 - Miscellaneous Code: 001
 - Miscellaneous Trailer: 17
 - One consolidated 17-001 trailer per voucher

- Trailer name: Hard Copy Warrant Fee
- Trailer name address1: IOC 325 West Adams
- Trailer name address2: Springfield, Illinois 62704

State employees will receive a one-time exemption per fiscal year. A State employee can be paid once each fiscal year by a hard copy warrant without being charged a processing fee. If a State employee uses their one-time exemption, the transaction will be identified as a “P” on the agency’s return file/tape in Warrant Fee Indicator field (byte 696).

Effective February 1, 2012, if a payroll record contains a State employee without a hardship exemption that is not coded with direct deposit information or a processing fee, and the individual has already utilized their one time exemption, the entire payroll voucher will be rejected. The agency will be notified to submit a new file/tape and payroll voucher.

Agencies may request inquiry capability and/or file access to the IOC hardship file. The IOC will publish an Accounting Bulletin with details on how to request this information.

Reminders

Subsection (d) of 15 ILCS 405/9.03 allows State employees to file a hardship petition requesting an exemption from the direct deposit mandate. A hardship petition is available for download on the Comptroller’s website.

Subsection (g) of 15 ILCS 405/9.03 states that the requirements of this Section do not apply to the legislative or judicial branches of State government.

It is the responsibility of the paying State agency to ensure compliance with Public Act 97-0348.

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