



STATE OF ILLINOIS  
COMPTROLLER  
JUDY BAAR TOPINKA

# PAYROLL BULLETIN

TO: All State Agencies, Boards, and Commissions

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: October 7, 2013

SUBJECT: Electronic Earnings Statements For State Employees

NUMBER: 1-14

Public Act 98-235 amended the Comptroller Act (15 ILCS 405/9.03a) to require each State agency (as defined below) to provide a secure website to post employee earnings statements beginning with the first State fiscal year 2015 payrolls. The IOC will no longer print earnings statements for State agencies after that deadline. State agencies with less than 50 employees may request an exemption from this requirement.

Section 15 ILCS 405/9.03a was amended as follows:

**Sec. 9.03a. Direct deposit earnings statements.**

**(a) For the purposes of this Section:**

**“State agency” means any executive branch State agency, board, or commission that (i) has 50 or more employees and (ii) processes payrolls through the Illinois Comptroller’s Office.**

**(b) Beginning with State fiscal year 2015 payrolls, each State agency must implement a secure website for its employees to access an electronic version of their earnings statements issued for service on or after July 1, 2014. Before implementing a secure website, each State agency must notify its employees of the website and instruct them on how to access the website. In addition, each State agency must provide its employees with an option to continue receiving a paper version of their earnings statements. If a State agency is unable to establish a secure website before July 1, 2014, it must submit documentation to the Illinois Comptroller's Office stating the reasons it is unable to comply with that requirement by that date, together with a schedule for implementing a secure website. The Comptroller may extend the time for complying with the requirements of this subsection (a) by up to 12 months. Beginning with State fiscal year 2015 payrolls, the Illinois Comptroller's**

**Office shall discontinue printing paper versions of earnings statements for employees who use direct deposit. If an employee notifies his or her employing State agency that he or she wants to continue receiving a paper version of earnings statements or if the State agency is granted an extension under this subsection (b), then, beginning with State fiscal year 2015 payrolls, the State agency shall still be responsible for producing and distributing a paper version of earning statements for its employees. Upon request, the Illinois Comptroller's Office shall continue to print a paper version of earning statements for executive branch State agencies, boards, and commissions with less than 50 employees. (Source: P.A. 98-235, eff. 8-9-13.)**

State agencies that process payrolls through the IOC are required to provide a secure website for their employees to access an electronic version of their earnings statements beginning with the first payroll in State fiscal year 2015. Any State fiscal year 2014 supplemental payrolls processed after that deadline must be accessible through their secure website. State agencies are required to notify their employees of their website and instruct them on how to access that website. Also, each State agency must provide their employees with an option to continue receiving a paper version of their earnings statements. If an employee chooses to continue receiving a paper version, the State agency is responsible for the production and distribution of the paper version of the earnings statement.

State agencies unable to meet the deadline for a secure website may request an extension. The IOC may grant an extension of up to 12 months. If an extension is granted, the requesting State agency is still responsible for the production and distribution of the paper version of the earnings statements. Requests should be in writing and provide (1) the reason the State agency is unable to comply with this statute and (2) a timeline for implementing a secure website. Requests should be submitted to the following address:

Illinois Office of the Comptroller  
State Accounting Payroll, 3<sup>rd</sup> Floor  
325 West Adams  
Springfield, IL 62704

A State agency with less than 50 employees may request an exemption from this requirement. Requests should be submitted to the address above.

If you have any questions, please contact Nancy Smith, Payroll Manager, at (217) 782-4758. Agencies may access this and other Accounting, SAMS, and Payroll Bulletins on the Comptroller's website at [www.ioc.state.il.us](http://www.ioc.state.il.us) under Resource Library.