

George W. Lindberg
Office of the Comptroller
State of Illinois

January 22, 1973

P A Y R O L L B U L L E T I N
(1-73)

TO: All State Agencies and Departments
Attention: Payroll Clerks

SUBJECT: 1973 Warrant Release Dates

In an effort to facilitate the distribution of payroll warrants to all Agencies and Departments throughout the State, the Office of the Comptroller will be scheduling the release of warrants two (2) working days in advance of the pay date. In the past the warrants were released one (1) working day prior to the pay date. In order to implement this procedure it will be necessary for your payrolls to be received by this Office one (1) working day earlier than in the past.

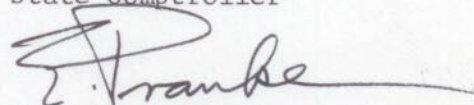
Non-tape payrolls should be received by the Comptroller's Office five (5) working days in advance of the pay date to insure adequate processing time.

Agencies submitting payrolls on tape should submit their payroll vouchers and tapes four (4) working days in advance of the pay date.

This new procedure will not change the paydates of your employees. Warrants are to be distributed to individual employees only on their scheduled pay date.

Very truly yours,

George W. Lindberg
State Comptroller



By: E. J. Pranke
Chief Accountant

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