



DAWN CLARK NETSCH

Comptroller
State of Illinois

201 State House
Springfield, Illinois 62706
217/782-6000
TDD 217/782-1308

State of Illinois Center
100 West Randolph, Suite 15-500
Chicago, Illinois 60601
312/814-2451

April 26, 1994

PAYROLL BULLETIN
(1-94)

TO: All State Agencies, Departments, Boards, Commissions
and Universities

SUBJECT: Adjustments to Employees' or Retirees' Earnings Records

Effective immediately, adjustments to employees' and retirees' earnings submitted to the Comptroller's office must be authorized by an agency official who has been authorized by the Department head to approve payroll or retirement vouchers for payment. This applies to adjustments submitted on paper, such as a letter, or on magnetic tape. Adjustments submitted without an authorized signature will not be processed and returned to the agency for resubmission with an authorized signature. This new procedure does not apply to signatures on Form C-65, Salary Refund Form.

Questions regarding this bulletin should be referred to Dan Steven at (217) 782-4758.