



GEORGE W. LINDBERG  
COMPTROLLER  
STATE OF ILLINOIS

August 15, 1974

PAYROLL BULLETIN  
(14-74)

201 STATE HOUSE  
SPRINGFIELD, ILLINOIS 62706  
217/782-6000

TO: All State Agencies and Departments  
Attention: Payroll Clerks

SUBJECT: General Salary Increase

A cost of living increase will be granted to some employees of various State agencies effective with the September 1-15, 1974 pay period. It is our understanding that the increase will be \$50.00 per month. The Comptroller's office will supply recomputed prelists for non-tape agencies.

This request should be indicated on each Payroll Voucher Distribution Schedule (SCO-019) for the pay period August 16-31, 1974, or for the monthly payrolls, August 1-31, 1974. Each schedule should indicate in the upper left hand corner, above the name of the Department, whether or not to recompute the next voucher.

Example: Yes - \$50.00

or

No - \$50.00

For all monthly and semi-monthly payrolls the increase will be calculated on the rate of pay. FICA and Retirement will be calculated on the new gross. Taxes will be calculated based upon the employee's marital status and the number of exemptions claimed as indicated on the payroll voucher. If an employee authorizes a percentage or an additional withholding on his federal income tax, the payroll clerk will be responsible for this additional computation.

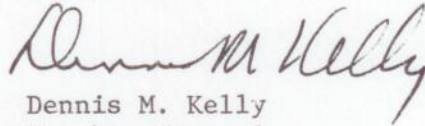
The payroll clerk will also compute the Units of Life Insurance on all employees. Payroll Bulletin 13-74 indicates the change in the method for reporting state paid health and state paid life premiums. Voluntary deductions will be the same as the previous pay with the exception of optional State Life Insurance. If an employee does not have optional

State Life Insurance, total deductions and net will be calculated on the prelist. If an employee has optional State Life Insurance, the payroll clerk will also compute the deducted State Life, total deductions and net. These fields will be blank on the prelist.

For all Daily, Weekly, Bi-Weekly and Hourly payrolls, the dollar fields and time worked field will be left blank except for voluntary deductions (excluding optional State Life). Computations will be made by payroll clerks.

Very truly yours,

George W. Lindberg  
Comptroller



By: Dennis M. Kelly  
Voucher Control

DMK:je