



GEORGE W. LINDBERG
COMPTROLLER
STATE OF ILLINOIS

October 1, 1974

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

PAYROLL BULLETIN
(19-74)

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

SUBJECT: New Payroll Procedure Effective October 1, 1974

Effective October 1, 1974, each payroll entity, agency, department, board, commission or university will submit one (1) payroll per pay code per pay period. The Office of the Comptroller will process separate supplemental or overtime payrolls only in cases of extreme emergencies. All supplemental or overtime payrolls must be cleared through Kermit Kerley or Judy Ellett at 782-4758 prior to submitting them for processing.

Because the increasing number of supplemental and overtime payrolls being submitted to the Comptroller's Office is affecting the processing of "Regular" payrolls, the procedures outlined above must be implemented October 1, 1974.

Overtime computations, pay adjustments and omissions from previous payrolls must, if at all possible, be submitted on the current or following "Regular" payrolls.

If you have any questions concerning this procedure, please contact Kermit Kerley at (217) 782-4758.

Very truly yours,

George W. Lindberg
Comptroller

By: Dennis M. Kelly
Voucher Control

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