



# PAYROLL BULLETIN

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To: Payroll Officers of All State Agencies  
From: Steven L. Valasek, Director of State Accounting  
Date: April 27, 2001  
Subject: Payroll Tape Layout  
Number: 2-01

The Illinois Office of the Comptroller (IOC) is releasing Version 2.0 of the payroll voucher tape layout. This version incorporates a series of modifications that promotes several new programs and incorporates changes dictated by federal guideline revisions. The IOC has introduced this new version through Payroll Bulletin Number 1-01 and at a March 13, 2001 meeting with the payroll processing agents. The highlights of the new layout are listed below:

- The old name field now appears as Last name, First name, Middle, Suffix
- The rules for the location and delivery address have changed
- New field added for additional gross
- Additional fields added for the new CMS sponsored programs
- Field size increased for DCAP and MCAP
- Field size increased for the Date fields (four byte calendar year)
- New field added for state exempt line 2 (different than line 1)
- Miscellaneous deduction fields were increased to twenty
- Obsolete fields were deleted
- Paper voucher was modified
- Address tape was modified

Enclosed is a copy of the new payroll voucher tape layout. The IOC will have a question and answer session on the new layout. The session is scheduled for 1:00 PM on Tuesday May 8, 2001 in the 1<sup>st</sup> Floor Auditorium of the Howlett Building in Springfield. The IOC will have operational and technical staff present to respond to agency questions.

Please contact our payroll office with a list of attendees by Friday May 4<sup>th</sup>. If you have questions on the revised layout, please submit your questions in writing to our Payroll Unit.

If you have any questions or comments regarding this bulletin, please call our payroll office at (217) 782-4758. Agencies may access this Payroll Bulletin and other Accounting and SAMS Bulletins on the Comptroller's website at [www.ioc.state.il.us](http://www.ioc.state.il.us), under Resource Library.

