



# PAYROLL BULLETIN

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To: All State Agencies, Boards and Commissions  
From: Steven L. Valasek, Director of State Accounting  
Date: March 9, 2007  
Subject: Payroll Voucher Tape/File Layout Revision  
Number: 2-07

The purpose of this Payroll Bulletin is to notify agencies that the Illinois Office of the Comptroller is revising the “Lump Sum Vacation” field on the Payroll Voucher Tape/File Layout. In the Detail Record (SAMS Manual, Exhibit 23.20.50, page 5), Bytes 151 – 158 currently contain the data for the “Lump Sum Vacation” field. This field name is now changed to “Lump Sum – Accrued Vacation, Overtime, and/or Sick Leave”. The Bytes, Length, and Picture details of this field all remain the same. The Comments description now states “Paid when employee terminates and has accrued vacation, overtime and/or sick leave”.

This revision does not affect overtime being paid to an active employee. Any overtime paid to an active employee will remain in the Over Time field, bytes 144 – 150.

This revision takes effect immediately. The July 1, 2007 SAMS revisions will contain the updated Payroll Voucher Tape/File Layout.

Agencies may reproduce this bulletin as needed for internal distribution purposes.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller’s website at [www.ioc.state.il.us](http://www.ioc.state.il.us) under Resource Library.

If you have any questions regarding this bulletin, please contact our payroll office at (217) 782-4758.