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STATE OF ILLINOIS

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PAYROLL BULLETIN
(2-78)

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

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

SUBJECT: Employee Status Codes

Effective July 1, 1978, the status codes which are placed in field 87 of the payroll voucher will be expanded to give a more detailed explanation as to why an employee is either being added or deleted from a payroll.

They will be as follows:

1. Termination
3. Return from leave of absence
4. New
5. Transferred - Intra-Agency (use of this code is optional)
6. Reinstated
7. Lay-off (other than seasonal)
8. Overtime and other pay when no regular time worked
9. Reinstated for pay for periods not worked
- A. Name change
- B. Suspended (equal to or less than 30 days)
- C. Return from suspension
- D. Add and separate same pay period
- E. Retirement
- F. Death
- G. Suspension (greater than 30 days)
- H. Transferred - Inter-Agency
- L. Lump sum payments not subject to retirement
- M. Medical leave of absence
- N. Maternity leave of absence
- P. Educational leave of absence
- R. Military leave of absence (greater than 30 days)
- S. Personal leave of absence (general, authorized or unauthorized without pay)
- T. Seasonal lay-off

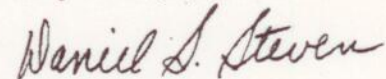
As a point of clarification, status code 1 should be used only if the employee is leaving the agency. If an employee is transferring from one paycode to another within the same agency, nothing has to be entered in the status code field. If your system dictates that something must be entered in this field, use status code 5.

Status code H should be used when an employee is moving from State agency "A" to State agency "B". State agency "A" should use status code 1 for his last regular paycheck from that agency and State agency "B" should use status code H for his first regular paycheck from that agency.

The correct use of these codes will aid in the removal of employee W-4's from the active file; assist the Group Insurance Division of the Department of Personnel in determining an employee's eligibility in the Group Insurance Program; and, enable the State Employees' Retirement System to determine retirement contribution applications.

If you have any questions concerning this matter, please contact me at (217) 782-4758.

Very truly yours,



Daniel S. Steven
Payroll Supervisor

DSS:cs