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PAYROLL BULLETIN
(2-93)

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

SUBJECT: State Sponsored Insurance

Beginning July 1, 1993, changes are being made in the payroll system relating to State sponsored insurance. Specifically, the following items will be affected:

Item	Payroll Voucher Field	Tape Position	Current Description	New FY94 Description
1.	36 (New)	742-743xx (New)	Not Used	State Dental Carrier Code
2.	37 (New)	812-813xx (New)	Not Used	State Dental Plan Code
3.	43	267-273[S9(5)V99]	Non-Deducted State Life	State Health & Life Reimbursement
4.	46	276-282[S9(5)V99]	Non-Deducted State Health	State Deducted Dental

These changes will become effective with FY94 payrolls. Any FY-93 payrolls received after June 30, 1993 must be in the new format.

Items 1 and 2

Beginning with FY94 payrolls, State dental codes and deductions will no longer be permitted in the miscellaneous insurance and miscellaneous deductions fields on the payroll voucher. The State dental carrier code and plan must appear in the fields shown in the above chart. Any tape positions not used must contain spaces.

Item 3

The State non-deducted life will no longer be reported in these areas of the voucher and tape. Instead, they may contain the State's contribution to group health and life insurance for persons paid from funds other than General Revenue, Road and any other funds exempted by Illinois Compiled Statutes 5ILCS 375/11 and 5ILCS 375/13.1. The trailer record will be 88-088 and should be payable to the Department of Central Management Services. These payments are currently vouchered to CMS on a C-13 Invoice Voucher. Any unused tape positions must be zero filled.

Item 4

State deducted dental insurance premiums should be placed in these voucher and tape positions. Any unused tape positions must be zero filled. The dental deductions will continue to be included in the 30-OD2 trailer record.

Please remember that any deficiency in the appropriation and/or fund balance for the reimbursement will cause the entire voucher to fail.

Reversals

If a reversal must be done, negative amounts may be placed in the State health and life reimbursement field but only if there are positive amounts which must at least equal the negative entries.

Questions regarding this bulletin should be referred to Dan Steven or Nancy Smith at (217) 782-4758.