



State of Illinois  
COMPTROLLER  
Loleta A. Didrickson

## PAYROLL BULLETIN

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

From: Steven L. Valasek, Director of State Accounting

Date: December 16, 1996

Subject: Processing and Distribution of Payroll

Number: 2-96

The Illinois Office of the Comptroller (IOC) has implemented a series of procedural changes in the processing and distribution of payrolls. These changes were necessary to address the past practice of some entities not submitting their payrolls to the IOC in a timely manner and the distribution of payroll warrants to their employees prior to the scheduled pay date. These practices have created additional demands on IOC staff resources, put the Comptroller in jeopardy of violating the State Comptroller Act, and caused the State to lose significant amounts of interest income.

To address these issues, the IOC has initiated the following changes:

- The IOC requires payrolls to be received four working (not calendar) days prior to the scheduled pay date to complete the entire payroll cycle (i.e., pre-audit, CUSAS edits, warrant production, Treasury release, ACH processing, ...). To accomplish this cycle and to assure that scheduled pay dates are met, the IOC annually publishes receipt dates for each entity. Therefore, effective immediately, when the IOC receives a payroll that is not in an acceptable manner (complete and fiscally sound) on the scheduled receipt date, we will notify the entity that this action can cause their scheduled pay date to be changed. Our Office will work with the entity to correct the situation if possible, but the primary responsibility lies with the originating entity. Any time the condition requires the IOC to change a pay date, we will notify the head of the entity, the payroll officer, and the Auditor General's Office.
- The IOC has implemented and is strictly enforcing the release of payroll warrants two working days prior to the scheduled pay date. Agencies can pick up their payroll warrants after 1:00pm. The IOC will only notify the entities when the distribution of the payroll warrants will deviate from that schedule. The payroll distribution function is staffed from 8:00am to 4:00pm.

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- Effective January 1, 1997, the IOC requires that all supplemental payroll submissions must be submitted on tape. The IOC will notify the entities when their supplemental payroll warrants are available for pick up.

Please review your agency's procedures for the preparation and distribution of payroll warrants and make any necessary changes. Questions concerning this bulletin should be directed to our payroll office at (217) 782-4758.