



State of Illinois
COMPTROLLER
Loleta A. Didrickson

PAYROLL BULLETIN

To: All State Agencies, Boards, Commissions and Universities
Date: June 23, 1995
Subject: State Contributions to Retirement
Number: 3-95

Beginning in FY1996, Public Act 88-593 mandates that the employer contribution to retirement, expenditure object code 1161, must be included on every payroll voucher that includes payments of salary to employees who are participants (or serving a qualifying period required for participation) in the State Employees' Retirement System (SERS). The employer contribution to retirement must be calculated at the rate certified by the SERS Board of Trustees. The Public Act prohibits the Comptroller's Office from approving any payroll voucher for payment which does not include the required State contribution to SERS unless the balance of the fund upon which the payroll voucher is drawn is insufficient to pay the total payroll voucher. This applies to payrolls paid from appropriated and non-appropriated funds.

Agencies are urged to monitor their appropriations for the State contribution to retirement and request any appropriation transfers that are necessary well in advance of the payroll voucher reaching the Comptroller's Office for payment. This will ensure that the payrolls will be written on a timely basis and available for distribution to employees on the scheduled pay date.

See CUSAS Procedure 11.20.20 (Revision 96-001) for appropriation transfer requirements and processing procedures. Please note that when a transfer is requested into an appropriation for personal services, it is CUSAS policy that the transfer request contain a corresponding transfer into the appropriation for State contribution to retirement in an amount sufficient to meet the requirements of Public Act 88-593. Similarly, if an agency receives a separate appropriation for employee retirement contributions paid by the employer, the Finance Act requires that any transfer into an appropriation for personal services must be accompanied by a corresponding transfer into the appropriation for employee retirement contributions paid by the employer in an

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amount sufficient to meet the employer share of the employee contributions required to be remitted to the retirement system.

If an agency has exhausted its 2 percent appropriation transfer authority and the appropriation is insufficient to meet the State's contribution to retirement, it should submit Form C-45, Chart of Accounts Maintenance and Inquiry Form, requesting the establishment of a continuing appropriation account for the State contribution to retirement. This form should be sent to the attention of Sam Stiles, Director of Financial Reporting and Technical Support. An agency only needs to establish a single continuing appropriation account for each fund where the existing appropriations for the employer contribution to retirement are insufficient to process payrolls.

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

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