



PAYROLL BULLETIN

To: All State Agencies, Boards, Commissions and Universities

From: Steven L. Valasek, Director of State Accounting

Date: August 26, 2002

Subject: Voluntary Deductions for Contractual Employees

Number: 4-02

The Illinois Office of the Comptroller (IOC) has expanded the voluntary deductions options available to contractual employees that are paid through the payroll system (i.e. not the CO2 system). Effective immediately, these contractual employees can authorize voluntary deductions, as defined in 5 ILCS 365/4, to be withheld from their wages.

The IOC will process voluntary deductions for contractual employees at the direction of the paying agency. It is the contractual employee's responsibility to properly authorize the deduction in writing to their agency.

The paying agency should process the voluntary deductions for contractual employees that are paid through the payroll system in the same manner as they would process voluntary deductions for a State employee that is paid through the payroll system currently.

If you have questions or comments regarding this bulletin, please contact our Payroll Office at (217) 782-4758. Agencies may access this and other Payroll, SAMS, and Accounting Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.