



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

PAYROLL BULLETIN

TO: All State Agencies, Boards, and Commissions

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: March 28, 2014

SUBJECT: New Payroll Trailer for Involuntary Withholding Transactions

NUMBER: 5-14

This bulletin is to inform you that the Illinois Office of the Comptroller (IOC) is making changes to the payroll system related to involuntary withholding (IW) transactions. Currently, if an employee has an IW offset, the original payment is cancelled and a paper warrant is created for the net amount. This prohibits employees with IW offsets from receiving direct deposit payments.

In the new process, the IOC will create a new miscellaneous deduction (type W, code 096) and trailer (96-096) that identifies the amount withheld. The net will be reduced by the IW offset amount and the IW offset amount will be displayed on the earnings statement/warrant stub detail as an IW OFFSET. If a miscellaneous deduction field is not available for an employee when the IOC receives the payroll, the IOC will not create a miscellaneous deduction and the payment will default to a paper warrant.

The following information will be provided on the payroll return file:

- Detail Record(s)
 - IOC will populate an available miscellaneous deduction field group with “W” (type), “096” (code), and the amount of the IW offset.
- Trailer Record
 - Additional record with “96” (Comptroller’s code) and “096” (actual code) showing the grand total for all employees withholding amounts for each payroll.

These changes will be implemented with payrolls submitted on or after April 16, 2014.

If you have any questions, please contact Nancy Smith, Payroll Manager, at (217) 782-4758. Agencies may access this and other Accounting, SAMS, and Payroll Bulletins on the Comptroller’s website at www.ioc.state.il.us under Resource Library.