



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

PAYROLL BULLETIN

TO: All State Agencies, Boards and Commissions
FROM: Marvin Becker, Assistant Comptroller – Operations
DATE: August 8, 2018
Subject: Processing Supplemental Back Pay
Number: 6-18

Public Act 100-0586 provides several agencies with FY18 supplemental appropriations for Personal Services and State Contributions to Social Security, including prior year costs. These appropriations authorize payments for state employees that have been owed wages since 2011.

To efficiently process and distribute these payments:

- Agencies should write “Supplemental Back Pay” in the top left corner of the payroll voucher schedule page prior to sending to the Illinois Office of the Comptroller (IOC) to assist in identifying and processing these payments as quickly as possible.
- Agencies should submit payments for employees that departed their agency more than 11 months ago as a hard copy warrant. Direct deposit information on file with the IOC that has been inactive for 11 months or more may be expired or invalid which could delay the receipt of payment. Hard copy warrants will be distributed by the paying agency.
- The State Employees’ Retirement System (SERS) has requested that agencies submit a breakdown of each employee’s gross adjustments by month pertaining to this payment. This information is needed to calculate employee pensions. Agencies with questions regarding this submission, should contact SERS at (217) 785-7202.

Employees or retirees receiving back pay will be issued payments from the agency that employed them at the time their pay rate was frozen. Employees should contact that agency for questions regarding their address on file, payment amount, or the date the payroll voucher will be submitted to the IOC.

The IOC will process these payments expeditiously upon the receipt of a certified payroll voucher and file that satisfy all IOC reporting requirements.

The IOC encourages all state agencies to provide this payroll bulletin and any additional information to the individual employees under their jurisdiction to minimize any confusion going forward.

Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at www.illinoiscomptroller.gov/agencies. If you have questions regarding this bulletin, please contact our payroll office at (217) 782-4758.