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ILLINOIS STATE COMPTROLLER

PAYROLL BULLETIN

To: All State Agencies, Boards and Commissions

From: Ellen Andres, Assistant Comptroller – Operations

Date: May 10, 2021

Subject: Payroll Voucher File Layout Changes for Non-IL ACTS Agencies

Number: 2-21

The Illinois Office of Comptroller (IOC) is partnering with the Department of Innovation and Technology (DoIT) to implement a statewide payroll system. There will be two agency types for this implementation: 1) IL ACTS agencies will use the new payroll system for their entire payroll process, and 2) Non-IL ACTS agencies will maintain their existing legacy payroll system.

The purpose of this payroll bulletin is to provide instructions to the Non-IL ACTS agencies' payroll officers and processors regarding changes that will be required on the payroll voucher file submitted to the IOC for payroll processing. Additional employee data will be needed from Non-IL ACTS agencies to run payroll once the IOC has implemented the new statewide payroll system.

Payroll processors and payroll officers will need to coordinate to ensure the necessary changes are complete and tested prior to August 1, 2021. The payroll voucher file changes should be completed by the Non-IL ACTS agencies' payroll processors. Non-IL ACTS agencies' payroll officers may need to make new entries in their current systems to provide additional payroll data to their processor. Payroll processors should communicate with these agencies if any entry changes are necessary. A test file for each Non-IL ACTS agency should be submitted by the payroll processor to the IOC prior to implementation and no later than August 1, 2021. Please contact Katie Guy prior to submitting a test file and for questions regarding the test file.

The new payroll voucher file will be implemented beginning with the first regular and/or supplemental payrolls with an issue date in calendar year 2022. The payroll voucher file changes are outlined on the following pages of this bulletin. If any further changes are required in the future, an additional payroll bulletin will be provided at that time.

If you have questions concerning this Payroll Bulletin, please contact Katie Guy at Katie.Guy@illinoiscomptroller.gov. Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) Bulletins on the IOC website.

Payroll Voucher File Layout Changes August 2021-

Existing Fields - These fields are now required to be completed on the payroll voucher file layout.

- **Employee Status Code**
Byte Range 111-111, Byte Length 1
Code indicating a change in the status of the employee. Employee Status Codes can be found in Appendix G, Exhibit 23.20.50 of the [SAMS Manual](#).
Employee Status Code 4 must be used on the first payroll for all new employees.

- **Employee Status Date**
Byte Range 112-119, Byte Length 8
The date of change in employee status. This date should be entered based on the date of occurrence. If a specific date is not applicable, then the first day of the pay period that the change occurred should be applied. **The Employee Status Date must be provided in conjunction with Employee Status Code 4 on the first payroll for all new employees.**

- **Pay Period Begin Date**
Byte Range 871-878, Byte Length 8
Date of the first day of the period of time covered for the payment to be made.
MMDDCCYY - For example 01012021

- **Pay Period End Date**
Byte Range 879-886, Byte Length 8
Date of the last day of the period of time covered for the payment to be made.
MMDDCCYY – For example 01152021

- **Pay Period Number**
Byte Range 887-888, Byte Length 2
A two-digit code indicating which pay period of the year the payment is for. The pay period number is assigned and provided on the annual IOC [Pay Schedules](#). For example, pay period number 01 is assigned to semi-monthly pay period 12/16/2020 - 12/31/2020 for 2021.

- **Type Help**
Byte Range 889-889, Byte Length 1
A code indicating the type of payroll being processed. The initial salary payroll processed for a specified pay period should be identified as Regular. Any additional payrolls submitted after processing the initial payroll for that same pay period should be coded as a Supplemental.
Regular – R
Supplemental – S

- **Pay Frequency**
Byte Range 890-890, Byte Length 1
A number code indicating if the payroll is monthly, semimonthly, or bi-weekly.
Monthly -1
Semi-Monthly - 2
Bi-Weekly - 3

Employee Mailing Address – *Employee mailing address information must now be submitted on the payroll voucher file layout using the existing fields below. Punctuation should not be used. Additional information regarding the submission of a different voting address for an employee will be provided at a later date.*

- **Location**
Byte Range 729-750, Byte Length 22
Mailing address location if applicable. For example, 11th Floor or Apt 1A.
- **Delivery Address**
Byte Range 751-772, Byte Length 22
Mailing address number and street. Delivery address is required. For example, 123 Park Ave.
- **City**
Byte Range 773-794, Byte Length 22
Mailing address city
- **State**
Byte Range 795-796, Byte Length 2
Mailing address state
- **Zip Code**
Byte Range 797-801, Byte Length 5
Mailing address zip code
- **Zip Code Extension**
Byte Range 802-805, Byte Length 4
Mailing address zip code 4-digit extension.
- **Foreign State/Province**
Byte Range 806-828, Byte Length 23
Mailing address foreign state/province. For example, Ontario.
- **Foreign Postal Code**
Byte Range 829-843, Byte Length 15
Mailing address foreign postal code. For example, M2N 6L9.
- **Country Code**
Byte Range 844-845, Byte Length 2
Mailing address country code. For example, CA for Canada.

New Fields - These fields have been added to the payroll voucher file layout

- **Additional State Tax Withholding**

Byte Range 380-385, Byte Length 6

This field should be used for employees that have elected to have additional state tax withheld and should only include the additional amount. **Additional state tax should no longer be added and included in the State Tax field of the payroll voucher file (Byte Range 202-208).**

- **Payroll Code Schedule**

Byte Range 1169-1170, Byte Length 2

This field should be used to enter the payroll schedule number that is assigned to the payroll code. The payroll schedule numbers are assigned by the IOC. For example, payroll codes assigned to Schedule 10 Anticipated should use Payroll Code Schedule Number 11 on the payroll voucher file. Agency payroll officers should reach out to the IOC if you are unsure of your assigned schedule numbers as these schedule numbers may differ from the schedule numbers assigned by your payroll processor.