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ILLINOIS STATE COMPTROLLER

PAYROLL BULLETIN

To: All State Agencies, Boards and Commissions

From: Ellen Andres, Assistant Comptroller – Operations

Date: August 13, 2021

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

Number: 4-21

The purpose of this bulletin is to provide additional information to the Non-IL ACTS agencies' payroll officers and processors. Test files and subsequent changes will need to be submitted on the payroll voucher file layout to the IOC for processing. Please see [Payroll Bulletin 2-21](#) for additional information.

Additional test files will need to be submitted by the Non-IL ACTS agency processors as we continue through multiple testing phases of the payroll system implementation project. The second test file should include the file layout changes identified on the second page of this bulletin. The second test file will need to include all employees that are paid by Non-IL ACTS agencies for each applicable payroll code, pay schedule, and pay frequency. The data submitted on this second test file will need to replicate what was processed in your current payroll systems for a specific pay period. The test file should contain payroll data that was processed for pay period 8/16/2021-8/31/2021 for employees that are paid semi-monthly, pay period 8/1/2021-8/31/2021 for employees that are paid monthly, and pay periods 8/22/2021-9/4/2021 and 8/23/2021-9/5/2021 for employees that are paid bi-weekly. Multiple test files may be submitted if needed. IL ACTS employees should not be included on the second test file.

The second test file should be submitted to the IOC no later than September 15, 2021. Please contact Katie Guy prior to submitting a test file. Processors may move the file layout changes into production once these second test files have been reviewed and approved by the IOC.

The additional changes needed on the payroll voucher file are outlined on the following page of this bulletin. There is one additional field that has been added to the payroll voucher file layout. 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 September 2021

Existing Fields – *Instructions regarding additional federal and state tax withholding submitted on the payroll voucher file layout have been revised as outlined below.*

Tax Withholding Adjustment Field, Bytes 228-235

- This field should be utilized for employees that completed a 2020 W-4 form and entered amounts in Step 3 and/or Step 4/Line 4c. This field should contain a total from Step 3 and Step 4/Line 4c and should allow for a positive or negative amount.
- This field should also be used for employees that have a 2019 or older W-4 form on file and elected to have additional fed tax withheld each pay period. The additional federal tax amount that the employee has elected to pay should be entered in this field.
- Please note that the total amount of federal tax withheld in the Federal Tax Field (Bytes 188-195) should include the amount from the tax withholding adjustment field (Bytes 228-235).

Additional State Tax Field, Bytes 380-385

- This field should be used for employees that have elected to have additional state tax withheld and should only include the additional amount.
- The total amount of state tax withheld in the State Tax Field (Bytes 202-208) should include any amount of additional state tax from this additional state tax field (Bytes 380-385).
- Please note the original instructions provided in Payroll Bulletin 2-21 stated that additional state tax should no longer be added and included in the State Tax field (Byte Range 202-208). Those instructions were incorrect.

New Fields – *This field has been added to the payroll voucher file layout.*

Secondary Assignment

Byte Range 1098, Byte Length 1

- A code indicating whether the employee is being paid by a Primary or Secondary employing agency. This field is required for the new payroll system to identify an employee's primary employing agency and when applicable identify any secondary employment or assignment that an employee has with a second agency.
Primary - P
Secondary - S
- **For testing purposes please place a "P" in this new field for all employees. Additional instructions will be provided regarding this process at a later date.**