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ILLINOIS STATE COMPTROLLER

# PAYROLL BULLETIN

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TO: All State Agencies, Boards and Commissions  
FROM: Kathleen Killion, Assistant Comptroller - Operations  
DATE: February 13, 2024  
SUBJECT: Payroll Voucher File Layout Changes  
NUMBER: 3-24

The purpose of this payroll bulletin is to notify agency payroll officers and processors of upcoming required payroll voucher file layout changes. The Illinois Office of Comptroller (IOC) has made changes to several field byte ranges to accommodate larger field sizes for Social Security and Medicare tax withholding amounts. Bytes affected by the changes are 210-240, 302-313, and 1124-1168.

The payroll voucher file layout changes will become effective for all voucher files submitted to the IOC on or after May 13, 2024. The new payroll voucher file layout effective May 13, 2024, can be found at this [link](#), in the Accounting Forms section of the IOC website. The data fields with byte range changes are highlighted. Agency processors must submit a test file for the new layout to the IOC no later than April 29, 2024. Please contact Katie Guy prior to submitting the test files.

Additionally, please note that the payroll voucher file changes previously identified in [Payroll Bulletin 2-21](#) and [Payroll Bulletin 4-21](#) are required data fields. Agency payroll officers and processors must include this data on the payroll voucher file effective May 13, 2024, if they are not currently submitting this information. Agencies should continue to default to a "P" in the Secondary Assignment field (Byte 1098) until further instruction is made available.

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