



Illinois Department of Corrections

Administrative Directive

Number: 02.27.104	Title: Processing Salary Refunds	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.27.104 effective 3/1/2006

Authority: 730 ILCS 5/3-2-2 Statewide Accounting Management System (SAMS)	Related ACA Standards: 5-ACI-1B-01, 03, 07-12
Referenced Policies: 02.60.150	Referenced Forms: C-65 – Comptroller’s Salary Refund DOC 0482 – State Treasurer’s Deposit Record

I. POLICY

The Department shall process and submit salary refunds to the Comptroller's Office in accordance with the guidelines established in this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish guidelines for processing salary refunds and appropriate documents that are used to transmit salary refunds to the Comptroller's Office.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. General Provisions

There are two types of salary refunds: payroll warrants and other cash payments. Payroll warrant salary refunds shall be processed in accordance with Administrative Directive 02.60.150. Cash payment salary refunds shall be processed as follows:

1. When cash is received for erroneous wages paid to an employee, the Mail Clerk or designated Business Office employee shall:
 - a. Immediately upon receipt, place the proper “for deposit only” stamp on the back of each verified check.
 - b. Make two copies of the check and date stamp each copy.
 - c. Forward all endorsed items to the Cashier.
2. Upon receipt of the cash items, the Cashier shall:

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- a. Group all salary refund cash items and prepare a transmittal log. Two copies of the transmittal log should be generated. The transmittal log shall identify:
 - (1) The name of the person that prepared the transmittal;
 - (2) A detailed summary of the checks being submitted to include the payor, check number and dollar value; and
 - (3) The description of the check.
- b. Place cash items along with a copy of the check and transmittal log; staple all securely; and forward to the Payroll Section in Springfield.
3. Upon receipt of documents, the Manager of Payroll shall:
 - a. Verify repayment for erroneous wages paid.
 - b. Complete a State Treasurer's Deposit Records, DOC 0482 which reflects:
 - (1) The Department's account number;
 - (2) The name of the person that prepared the transmittal;
 - (3) The financial Institution where the checks shall be deposited;
 - (4) The check number, drawer's name, the name of the financial institution on which the check was drawn and the amount for each item received; and
 - (5) The total dollar value of the deposit.
 - c. Provide the cash items along with a copy of the check and the DOC 0482 to the Accounts Receivable Unit.
4. Upon receipt of the cash items and the DOC 0482, the Accounts Receivable Unit shall:
 - a. Date stamp showing receipt;
 - b. Stamp the back of the check with the proper endorsement stamp;
 - c. Submit the documentation to the appropriate financial institution for deposit;
 - d. When the Treasurer's Draft is received from the Treasurer's Office, forward the draft to the Manager of Payroll who shall prepare a Comptroller's Salary Refund, C-65, and forward the draft and C-65 to the Comptroller's Office.
 - e. When the signed copy of the C-65 with Order Number is received from the Comptroller's Office, forward the C-65 to the Accounting and Compliance Unit.
5. When the signed C-65 is received, the Accounting and Compliance Unit shall make the appropriate journal entry in the accounting system and file the C-65 with the receipted copy of the Treasurer's transmittal.