



Illinois Department of Corrections

Administrative Directive

Number: 02.42.103	Title: Payroll for Individuals in Custody	Effective: 9/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.42.103 effective 1/1/2000

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-01, 03, 07, 08, 11, 12, 21
Referenced Policies:	Referenced Forms: DOC 0471 – Payroll Control Sheet DOC 0473 – Assignment Payroll Sheet

I. POLICY

Individuals in custody shall be properly classified and compensated in accordance with the current pay plan for individuals in custody. Permanent party individuals in custody in Transitional Security facilities shall be compensated at the rate of \$50 per week for a forty-hour week.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff regarding the processing of payrolls for individuals in custody.

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. Designees

Individuals specified in this directive with the title of Accountant or above may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definition

Permanent party individual in custody – an individual in custody who has been transferred from a facility to a Transitional Security facility on a housing and work assignment, but who is not working outside of the Transitional Security facility.

F. Requirements

1. Facilities except Transitional Security Facilities

- a. Supervisors who have individuals in custody scheduled to work shall be given a Program/Assignment Roster at the beginning of their work shift. The Program/Assignment Roster shall contain the names of the individuals in custody scheduled to work that day.

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- b. At the end of the shift, the supervisor shall:
 - (1) Indicate on the Program/Assignment Roster:
 - (a) Any exception to regular pay; and
 - (b) Appropriately note any "walk on" individuals in custody.
 - (2) Sign the Program/Assignment Roster indicating accuracy.
 - c. The supervisor shall ensure all adjustments to the Program/Assignment Rosters are entered on Inmate Payroll section by the third working day of the month following the month worked.
 - d. If the Program/Assignment Roster is not entered by the third working day an adjustment shall be made when determined necessary.
 - e. On the fourth working day of the month following the month worked, the business office shall print PA117 Inmate Monthly Payroll from Offender 360.
 - f. The business office shall review the PA117 Inmate Monthly Payroll to ensure accuracy of pay rate totals.
 - g. The Post Clerk shall post each individual in custody's total monthly pay to his or her trust fund account on or before the twelfth working day of the month following the pay period.
2. Transitional Security Facilities
- a. On a daily basis, the Permanent Party Coordinator shall ensure work time for each permanent party individual in custody is recorded on a separate time clock card or on a sign in and sign out sheet.
 - b. At the end of each week, the Permanent Party Coordinator shall prepare and forward an Assignment Payroll Sheet, DOC 0473, to the appointed employee responsible for payroll for individuals in custody. The DOC 0473 shall include the following information:
 - (1) Individual in custody's name and number;
 - (2) Job title;
 - (3) Pay category;
 - (4) Days or hours worked;
 - (5) Total days or hours worked;
 - (6) Total number of days or hours to be compensated for each permanent party individual in custody, based on an eight-hour workday; and
 - (7) Total amount of pay due.
 - c. The appointed employee shall record the data on a Payroll Control Sheet, DOC 0471, and determine the amount of pay for each individual in custody.
 - (1) Multiply the number of:

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- (a) Days, eight hours each, by the rate of \$10 per day; or
 - (b) Hours by the rate of \$1.25 per hour.
 - (2) Add the total amount to be paid.
 - (3) Enter the total amount to be paid on the DOC 0471.
 - d. The appointed employee shall forward the DOC 0471 to the Accountant no later than the second working day of the week following the pay period.
 - e. The Accountant shall post each individual in custody's total weekly pay to his or her trust fund account on or before the third working day of the week following the pay period.
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