



Illinois Department of Corrections

Administrative Directive

Number: 02.60.101	Title: Payroll - General Provisions	Effective: 10/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.60.101 effective 11/1/1996

Authority: 730 ILCS 5/3-2-2 Comptroller's Uniform Statewide Accounting System (CUSAS), Sect. 23	Related ACA Standards: 5ACI-1B-01, 5-ACI-1B-07-08, 5-ACI-1B-11-12, 5-ACI-1B-16, 5-ACI-1C-18
Referenced Policies:	Referenced Forms:

I. POLICY

All payrolls shall be processed in accordance with federal law, State statutes, Department of Central Management Services rules, Office of the Comptroller's procedures, and the Department of Corrections' policy and procedures.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written guidelines to ensure accurate and timely processing of computer generated payroll vouchers and warrants.

B. Applicability

This directive is applicable to all 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. Separation of Duties

1. The Central Office Payroll Section in Springfield shall develop, document and implement all payroll procedures. Responsibilities may also include periodic training of facility staff members involved in the payroll process.
2. The Payroll Specialists in the facility's Payroll Section shall maintain and implement current payroll procedures.

E. General Provisions

1. Each payroll voucher shall be identified by a unique five digit payroll code assigned by the Comptroller's Office.
 - a. The payroll code number shall identify the Department and division for employees being paid on a payroll voucher from personal services appropriations.
 - b. The first two digits "29" shall identify the Department of Corrections, the last three digits shall identify the division within the Department, and may be used to subdivide the division into sections.

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- c. New payroll code assignments may be made at any time. Reassignments shall be made only at the beginning of the fiscal year.
 2. Enrollment of employees in the computerized payroll system, processing voluntary and involuntary deductions, and processing payroll vouchers and warrants shall be included in specific procedures throughout this Section (02.60).
 3. All payroll records shall be retained for at least six years; however, no record shall be disposed of prior to completion of an internal or external audit of the records.
 4. Involuntary payroll deduction records, i.e., wage deductions, income tax levies, etc., shall be filed only in the employee's payroll file and not in the employee's personnel file.
 5. Questions regarding payroll code assignment and all other payroll related questions shall be directed to the Central Office Payroll Section, 217/522 2666, extension 4221.
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