



Illinois Department of Corrections

Administrative Directive

Number: <b>02.60.115</b>	Title: <b>Voluntary Payroll Deductions and Revocations</b>	Effective: <b>01/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	02.60.115 effective 11/1/1996	

<b>Authority:</b> 730 ILCS 5/3-2-2 Comptroller's Uniform Statewide Accounting System (CUSAS)	<b>Related ACA Standards:</b> 5-ACI-1B-07 and 16, 5-ACI-1C-01
<b>Referenced Policies:</b>	<b>Referenced Forms:</b> DOC 0445 – Payroll Deduction Authorization DOC 0446 – Revocation of Payroll Deduction

**I. POLICY**

Employees may authorize payroll deductions for payment by the State to a designated payee such as a private insurance company, union, credit union, association or charitable organization for which a payee code has been assigned by the Comptroller's Office. Such voluntary payroll deductions may be revoked at any time.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish a procedure for processing voluntary payroll deductions or revocations.

**B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department for employee voluntary payroll deductions except for deductions for which other Administrative Directives apply, such as State group insurance, savings bonds, deferred compensation or a tax sheltered annuity.

**C. Facility Reviews**

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

**D. General Provisions**

1. To authorize any payroll deduction for which a payee code has been assigned, the employee shall:
  - a. Properly complete a separate appropriate payroll deduction authorization card for each deduction and submit it to the facility's Payroll Specialist at least ten days prior to the intended effective pay period.
  - b. Use the Payroll Deduction Authorization, DOC 0445, or a special authorization card designed for a specific deduction such as AFSCME, United Way, etc.
2. Once a voluntary payroll deduction is effective, the deduction, except for a charitable contribution, shall continue until such time as the employee changes or revokes it.

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3. A charitable contribution shall only be effective through the end of the calendar year unless revoked. To continue a charitable deduction, a new payroll deduction authorization card shall be completed and submitted to the facility's Payroll Section.
4. To increase or decrease a deduction, a new payroll deduction authorization card marked "CHANGE" shall be completed and filed.
5. To revoke a voluntary payroll deduction, the employee shall complete a separate Revocation of Payroll Deduction, DOC 0446, for each voluntary payroll deduction revoked.
6. The employing facility's Payroll Section which prepares the payroll shall maintain an up to date file of all authorizations, including the DOC 0445 and DOC 0446.

**E. Requirements**

1. The employee shall type or legibly print all information on the payroll deduction authorization or revocation card except the payee code number and the payroll code number. The card shall be signed and dated.
  2. The employee shall submit the completed card to the facility's Payroll Specialist who shall:
    - a. Audit the card for legibility and proper completion. An illegible or incomplete card shall be returned to the employee for correction.
    - b. For a deduction, verify that the payee requested has been assigned a payee code by the Comptroller's Office.
      - (1) If the payee is not listed, the Central Office Payroll Section in Springfield shall be contacted to determine if the Comptroller's Office has authorized deductions for the payee.
      - (2) Invalid requests for deductions shall be returned to the employee.
    - c. Record the payee code number, payroll code number and the effective pay period.
    - d. Enter the information into the automated payroll system using the appropriate transaction code, and retain the card in the facility's payroll file; or where appropriate, forward the authorization or revocation card for processing and filing to the Central Office Payroll Section.
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