



Illinois Department of Corrections

Administrative Directive

Number: 02.60.155	Title: Distribution of Payroll Warrants	Effective: 11/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.60.155 effective 11/1/2014

Authority: 15 ILCS 405/9.03a 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-07, 08, 11, 16
Referenced Policies:	Referenced Forms: DOC 0223 – Payroll Warrant Authorization DOC 0440 – Request to Receive a Printed Earnings Statement C-50 – Warrant Action Request C-95A – Authorization for Deposit of Recurring Payments SCO 61 – Replacement Warrant Request and Affidavit

I. POLICY

The Department shall distribute payroll warrants and salary earnings statements in accordance with the guidelines of this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a uniform method of distributing payroll warrants and salary earnings statements.

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

1. Payroll warrants and salary earnings statements shall not be released prior to the scheduled pay date.
2. Payroll warrants may be distributed in one of three ways:
 - a. Payroll warrants may be transmitted electronically to the employee's banking facility for direct deposit.
 - (1) To participate in the Direct Deposit Program, the employee shall complete and submit an Authorization for Deposit of Recurring Payments, C-95A, to the Payroll Specialist.

NOTE: A \$2.50 processing fee, per check, will be applied to all individuals hired on or after July 1, 2004, who fail to participate in the Direct Deposit Program.

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- (2) Employees shall receive a salary earnings statement on the scheduled pay date in lieu of a paper warrant, either by:
 - (a) Accessing a salary earnings statement via the Electronic Pay Stub System, (ePASS), at www.paystub.illinois.gov; or
 - (b) If the employee has no Internet or email access, completing a Request to Receive a Printed Earnings Statement, DOC 0440, and a paper salary earning statement will be printed.
- (3) Net earnings shall be credited to the employee's account on the scheduled pay date.
- b. Payroll warrants may be distributed to the payee or to his or her authorized designee. To authorize individuals to pick up his or her payroll warrant, the employee shall complete and submit a Payroll Warrant Authorization, DOC 0223, to the facility Business Office. The authorization shall remain in effect until the employee revokes it in writing or submits a new DOC 0223.
- c. Payroll warrants may be mailed to an IDOC office prior to the scheduled pay date so the employee may receive the warrant on the scheduled pay date.
- 3. Payroll warrants shall be considered undeliverable after:
 - a. Reasonable attempts have been made to deliver the warrant to the employee; or
 - b. Reasonable time has been allowed for the employee to pick up the warrant.
- 4. A payroll warrant shall not be held at the facility for more than 30 days after the escheated date (12 months from the exact date of issue). An escheated warrant, which is nonnegotiable, shall not be delivered to an employee or former employee.

E. Requirements

- 1. In accordance with the State Comptroller Act [15 ILCS 405/9.03], payroll warrants for all new hires shall be transmitted electronically to the employee's banking facility for direct deposit. After a new employee receives their first check, he or she shall sign up for ePASS at www.paystub.illinois.gov.
 - 2. If an employee is absent on a scheduled pay date, he or she shall:
 - a. Take no action and thereby cause the warrant or salary earnings statement, if printed, to be held until he or she returns to work; or
 - b. Submit a signed request to the Paymaster to have the warrant or salary earnings statement, if printed, mailed, and provide a pre-addressed stamped envelope.
- NOTE:** The Business Administrator shall determine if requests to mail warrants shall be accepted at the facility.
- 3. When an authorized individual arrives on the scheduled pay date to pick up the employee's warrant, the Paymaster shall:
 - a. Verify a DOC 0223 is on file or obtain approval from the Business Administrator. The Business Administrator shall determine if a signed request for distribution is acceptable.

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- b. Request identification, such as an employee identification card or a driver's license.
 - c. Obtain the authorized designee's signature for receipt of the warrant.
 - d. Compare the signature to the authorized designee's signature shown on the employee's DOC 0223.
 - e. If the individual is authorized and the signature is acceptable, give the warrant to the authorized designee. Otherwise, retain the warrant for the employee to pick up, noting same on the receipt for the warrant.
4. Undeliverable payroll warrants shall remain in a safe or lock box in the facility Business Office until expiration of, but not longer than 30 days after, the escheated date. The Business Administrator shall forward the warrant to the Central Office Payroll Manager in Springfield with a brief explanation regarding the attempts made, and reasons why, the warrant was not delivered.
- a. If the facility is contacted by an employee or former employee concerning an escheated payroll warrant, the current address and telephone number of the employee shall be obtained and immediately transmitted to the Central Office Payroll Manager by telephone.
 - b. The Payroll Manager shall submit a Warrant Action Request, C-50, to the Office of the Comptroller.
 - c. The Office of the Comptroller will forward a Replacement Warrant Request and Affidavit, SCO 61, with a letter of instruction to the employee.
5. Undeliverable salary earnings statements for direct deposit warrants shall remain in a safe or lock box in the facility's Business Office until the next scheduled pay date, at which time they may be destroyed. The Payroll Manager shall be notified by the Payroll Specialist if the salary earning statement is not picked up for two consecutive pay periods. The Payroll Manager may then discontinue printing the employee's statements.
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