



STATE  
RETIREMENT  
SYSTEMS

- State Employees' Retirement System of Illinois
- General Assembly Retirement System
- Judges' Retirement System of Illinois

Internet: <http://www.state.il.us/srs> E-Mail: [ser@mail.state.il.us](mailto:ser@mail.state.il.us)

2101 South Veterans Parkway, P.O. Box 19255, Springfield, IL 62794-9255

## BULLETIN

TO: All State Agencies, Departments, Boards, and Commissions  
ATTN: Payroll Division  
DATE: March 8, 2003  
RE: State Employees Called to Serve in Active Military Duty

On February 7, 2003, Governor Rod Blagojevich signed Executive Order Number Six (2003) in an effort to ensure that no state employee should lose compensation or benefits because of their military service in response to the need for military operations concerning U.S. relations with Iraq. Governor Blagojevich ordered that any full-time employee of the State of Illinois under the control of the Governor's Office, who is a member of any reserve component of the United States Armed Forces, including the Illinois National Guard, and is mobilized to active military duty in connection with the response to this military operation, shall continue to receive his/her regular compensation as a state employee, plus any health insurance and other benefits he/she is currently receiving, minus the amount of his/her base pay for military activities.

In order to ensure that the state employees involved continue to earn their proper retirement system credit, the following paragraphs explain how contributions for employees (active and qualifying period) should be administered:

Active Employees: Employees who are entitled to receive Guard/Reserve Active Duty Pay under the Governor's Order Number Six will be required to pay employee retirement contributions on their full rate of pay as though they had remained on the payroll as an active employee. If the proper amount of contributions are not deducted or picked up, the State Employees' Retirement System will notify the agency payroll officer. Employer retirement contributions are also due on the full rate of pay. **The state's contribution to retirement should be vouchered on voucher Form C-13, if necessary.** Similarly, the Employer Pickup amount not included on the agency's regular payroll, may also be vouchered on Form C-13.

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If, after the Military Base Pay Reduction, no additional salary payment is due by the State to the employee, you must send a letter to the State Employees' Retirement System identifying the following: a) employee name, b) employee social security number, c) the amount of their full rate of pay, and the related pay periods involved, and d) the amount of employee/employer retirement contributions due on the compensation identified in item (c).

Qualifying period: If an employee was in a qualifying period when he/she was called to active military duty and remains on payroll with the State of Illinois, the remainder of the qualifying period must be served while the employee is on active duty. Upon completion of the qualifying period, the employee becomes a member of the System and, therefore, contributions (either employee and/or Employer Pickup) are due on the full-rate of pay.

Please be sure to use the Employee Status code of "R" for military leave of absence (greater than 30 days), where applicable. The Status Effective Date should also be completed if the status code of "R" is used.

A survey of other state agencies not under the control of the Governor's Office, indicated that they will follow the same compensation policy of that outlined in Executive Order Number Six.

Therefore, any full-time employee who is called to active military duty in connection with the response to the need for military operations concerning U.S. relations with Iraq, should continue to make contributions to the State Employees' Retirement System in order to accumulate service credit with the System. If you have any questions concerning this Bulletin, please call or write the State Employees' Retirement System, Accounting Division, P.O. Box 19255, Springfield, Illinois 62794-9255, telephone number (217)785-7202 or (217)785-7190.

Sincerely,



Robert V. Knox  
Executive Secretary

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