

MEMORANDUM

TO: Central Payroll Users

FROM: Todd Lutz Technical Manager - Central Payroll System

DATE: January 14, 2020

SUBJECT: Changes to the Central Payroll System to accommodate new W4.

You should already be aware of information from the Illinois Comptroller (bulletines) about updates on a new IRS 2020 W-4 Form. That information was recently finalized by the IRS and the Comptrollers Office is still in the process of analyzing these changes and their impact. This memo is being sent to provide some guidance on how you should approach these changes.

1. Please contact the Comptrollers Office directly with questions you have about the bulletins being sent. Our team does not have additional information or guidance as provided by the Comptrollers' Office in addition to information you have already been provided.
2. At the same time, DoIT Central Payroll support staff just received this information and we are currently analyzing how this will affect the Central Payroll System. This will impact online screens for new fields which are required on the new W-4 as well as changes to batch processes that calculate the proper tax amount to withhold. This project and effort will take several weeks, with no definitive date as to when it will be in production. Once changes are ready for production, you will be notified via memo, with the changes made in the system and with explanations of the new fields added so that you can enter the information from the new W-4. Until then, you must use Central Payroll as is and estimate how to convert the new W-4 information into the proper withholdings using the W-4 fields that Central Payroll currently provides.

Please contact me with any questions about this.

Thank you,

Todd Lutz - Central Payroll System Technical Manager – Todd.Lutz@illinois.gov