
MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll System Support

DATE: May 26, 2021

SUBJECT: Mass Update Requests for FY 2022 Union Increases

Starting with the July 1st-15th payroll, applicable union salary increases are scheduled to take effect for Fiscal Year 2022. In the past Central Payroll System Support has offered "Mass Updates", which is where we can pre-populate common changes to your agency's payroll, we will be offering them this year.

UNION SALARY INCREASES

If your agency would like Central Payroll to mass load any salary increases please notify Central Payroll by **JUNE 15, 2021**. You will need to create a remedy help desk ticket requesting the Union Increases you need. Central Payroll **must** have an identifier before we can apply any mass updates. This identifier could be the bargaining unit code (example: RC009). Also include the amount of the increase that is to be applied for each bargaining unit (example: 2.1% normal rounding). A report will be sent indicating all salary increases that were mass updated. The report will include the employee's name, old salary and new salary. **There will be some occasions that an employee's salary will not be updated or missed and it will be the responsibility of each agency to ensure the correctness of the mass salary updates.**

If you would like Central Payroll System Support to apply the Union Salary Increase Mass Updates for your agency, please submit a helpdesk ticket. You should submit a helpdesk ticket using the Report a problem Website.

- Report-a-problem website:
<https://www2.illinois.gov/sites/doit/support/Pages/ReportAProblem.aspx>

For the quickest service, please include the Payroll Support Group email address: doit.ebas.payroll.support.team@illinois.gov on all digital submissions (Email or Report-a-problem).

Thank you,

Central Payroll System Support

