

## MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll System Support

DATE: July 6, 2017

SUBJECT: FY2017 Lapse Period Supplemental Payrolls Processing Schedule

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The Comptroller's Office will process lapse period supplemental payrolls through August 22nd. In order for the Central Payroll System to accommodate this time frame, lapse period supplemental payroll schedule 11 will be processed every Wednesday at 8:00 pm starting July 26 through August 16, 2017. All lapse supplemental payrolls will reflect a June 16 - 30, 2017 date, (pay period 12). Agencies will have vouchers available on the following Thursday. You will be responsible for the accuracy of these payrolls. The payroll tape will be at the Comptroller's Office on Friday morning, so be sure to send your vouchers as soon as possible.

All employee information that is to be processed via lapse period supplemental schedule 11 must be added to the system as if it were a new employee with only required basic pay information. Be sure to check **all** appropriations on screen 01 for **FY2017** in fiscal year, and accurate **CUSAS coding**. **Any and all lapse period supplemental payrolls with an invalid fiscal year will not be processed and will be deleted before sending to Comptroller's Office. No corrections will be applied after the payroll vouchers have processed.** If an error has occurred and vouchers have been processed, the payroll appropriation will be deleted and the vouchering agency will have to re-enter on the next scheduled lapse period date. After each lapse period supplemental payroll schedule 11 has been processed, all employee information will be deleted. However, appropriation information will be retained on screen 01 with the exception of the voucher number.

Each agency is assigned a separate agency number to be used for schedule 11 lapse period supplemental payrolls only. If you have any questions, or need to obtain your agency number please contact Central Payroll at: [DoIT.EBAS.Payroll.Support.Team@illinois.gov](mailto:DoIT.EBAS.Payroll.Support.Team@illinois.gov)

**NOTE:** FY18 (July 1-15, 2017) **regular** supplemental payroll SCH12 will begin processing on Tuesday, July 25, 2017. You may begin entry for the July 1-15, 2017 supplemental pay period on July 21, 2017. The processing of this schedule will continue as normal with Tuesday and Thursday processing dates.

**Schedule 11 – FY2017** Lapse Period Supplemental Payroll Schedule.

**Last Day Entry**

**Vouchers Available for Printing**

July 26, 2017 (Wednesday)

July 27, 2017 (Thursday)

August 2, 2017 (Wednesday)

August 3, 2017 (Thursday)

August 9, 2017 (Wednesday)

August 10, 2017 (Thursday)

August 16, 2017 (Wednesday)

August 17, 2017 (Thursday)