

MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll System Support

DATE: November 16, 2017

SUBJECT: Mass Updates/Deletions for January 1-15, 2018 pay period

If your agency has mass updates to be applied to the January 1-15, 2018 payroll and would like Central Payroll's assistance in applying those changes, a memo from your agency needs to be sent to Central Payroll by **December 15, 2017** indicating the changes you would like made.

Your memo should include a **detailed** description of the changes you are requesting (i.e. Union or Salary Increases with percentage or dollar amount to be applied by Bargaining Code, Position Code, etc., Union dues/Fair Share (old amount/new amount) changes).

If you would like Central Payroll to delete your SECA (Charity) deductions after the December 16-31, 2017 payroll processes, please submit a request by **December 15, 2017**.

You will receive a report of your requested updates/deletions after your December 16-31, 2017 payroll vouchers have run. It will be your responsibility to check the report(s) for accuracy. If any discrepancies are found, manual corrections will be necessary. Also, please spot check the Central Payroll System, screen 03 or screen 06 to make sure update information was loaded to your schedule correctly.

You may mail, hand deliver or e-mail your changes to the following address:

Department of Innovation & Technology
Central Payroll
120 W. Jefferson St., 2nd Floor
Springfield, IL 62702

Email: doit.ebas.payroll.support.team@illinois.gov

Thank you,

Central Payroll System Support – doit.ebas.payroll.support.team@illinois.gov