

## ■ ILLINOIS WAGE PAYMENT AND COLLECTION ACT

### TERMS:

**Paydays and Pay Periods** — Farm operators and most other employers in Illinois are required to pay their workers' wages at least twice a month. All wages earned by an employee during a half-monthly or 2-week pay period must be paid no later than 13 days after the end of the pay period in which the wages are earned. Wages earned during a weekly pay period must be paid within 7 days of the close of the period. Workers paid daily should receive their wages on the same day they are earned, but in no case more than 24 hours later.

**Final Pay** — Workers who quit, or who are dismissed or laid off, should receive their final pay at the time the job ends, but in no case may an employer fail to pay final wages by the next regularly scheduled payday.

**Method of Pay** — Workers' wages must be paid (1) in lawful U.S. currency, (2) by check, which can be cashed on demand and at full face value at a readily accessible bank or similar institution, (3) by direct deposit to a bank account of the worker's choosing, or (4) with a payroll card that meets strict state-prescribed requirements.

**Deductions** — Employers normally may not make any deduction from a worker's pay unless the deduction is required by law, is intended for the worker's benefit, or is made with the worker's written consent.

**Pay Statements** — Employers are required to furnish each worker with an itemized statement of deductions made from the worker's pay for each pay period.

**Recordkeeping** — Employers must keep a record of the names and addresses of all employees and of the wages paid each payday.

**Disclosures and Posting** — At the time of hiring, employers must notify each worker as to the rate of pay and the time and place of payment. Whenever any of these conditions changes, the worker must be advised in advance. Employers must also keep posted at each regular place of business, at a location easily accessible to the workforce, a notice identifying the regular paydays and the place and time of payment.

**ENFORCEMENT:** *Fair Labor Standards Division, Illinois Department of Labor, Chicago, Illinois 60601 (312-793-2810).* A worker who has not been paid all or any part of wages earned may file a claim with the Department.

As an alternative to filing a wage claim or complaint with the Department, the law gives workers the right to sue the employer in civil court to enforce these provisions, using a private attorney or a public legal services program.