

**Day and Temporary Labor
Services Act Wage Payment
Notice Sample Form**

This sample form is for guidance only related to the content required. Formatting and other visual characteristic of the form are the employer's responsibility. Each agency should review the Day and Temporary Labor Services Act (820 ILCS 175/1-99) and the Department's administrative rules (56 Ill. Adm. Code 260) for compliance purposes. Employers may be subject to additional federal and state regulations related to paycheck requirements.

Employer: Donnie's Staffing 123 First Avenue Chicago, IL 60601 312-555-1234		Wage Payment Notice Sample Form												Earnings Statement Pay Period: 10/1/2023 to 10/7/2023 Paydate: 10/12/23			
Client:	Earnings	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		This Period	Year to Date
		Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours		
C. Jones Mfg 1234 Illinois Street Chicago, IL 60601 312-555-5678	Regular			13	8	13	8	13	8							312	3,322.00
	Overtime																
	Holiday																
	Vacation																
O'Neil Network 5678 Illinois Street Chicago, IL 60601 312-555-8888	Regular									13	8	13	8			208	2,104.00
	Overtime																
	Holiday																
	Vacation																
Gross Pay:																520	5,426.00
Deductions															This Period	Year to Date	
Federal Income Tax															66	813.90	
Social Security Tax															44	542.60	
Medicare															35	434.08	
State Income Tax															13	162.78	
Other - Meals/Equipment (specify)															20	400.00	
Total Deductions:															178	2,353.36	
Net Pay:															262	3,072.64	

Section 30. Wage Payment and Notice:

At the time of payment of wages, a day and temporary labor service agency shall provide each day or temporary laborer with a detailed itemized statement, on the day or temporary laborer's paycheck stub or on a form approved by the Department, listing the following:

(1) the name, address, and telephone number of each third party client at which the day or temporary laborer worked. If this information is provided on the day or temporary laborer's paycheck stub, a code for each third party client may be used **so long as required information for each coded third party client is made available to the day or temporary laborer;**

Example:

Client Code 342

**C. Jones Mfg
1234 Illinois Street
Chicago, IL
60601
312-555-5678**

- (2) the number of hours worked by the day or temporary laborer at each third party client each day during the pay period;
- (3) the rate of payment for each hour worked, including any premium rate or bonus;
- (4) the total pay period earnings;
- (5) all deductions made from the day or temporary laborer's compensation made either by the third party client or by the day and temporary labor service agency, and the purpose for which deductions were made, including for the day or temporary laborer's transportation, food, equipment, withheld income tax, withheld social security payments, and every other deduction; and

Administrative Code Section 260.450 Wage Payment and Notice

- (6) any additional information required by rules issued by the Department.