

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: August 27, 2018

FROM: Louise M. Sawtelle
Associate Controller - Operations

SUBJECT: Payroll Sign-Off for FY 2019 Pay Period #5 Ending 9/1/18
CPO 19-01

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, September 4, 2018.**

Payroll accounts can be transmitted on Friday, August 31, 2018 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.