

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: November 2, 2018

**FROM: Louise M. Sawtelle
Associate Controller - Operations**

**SUBJECT: Payroll Sign-Off for FY 2019 Pay Period #10 Ending 11/10/18
CPO 19-03**

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, November 13, 2018.**

Payroll accounts can be transmitted on Friday, November 9, 2018 for agencies that have few exceptions.

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