

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 10, 2018

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

**SUBJECT: Payroll Check Change Deadline for CY-2018 Wages
CPO 19-04**

Since the last payday of calendar year 2018 is Friday, December 28, our office must begin final preparation for producing the 2018 W-2 forms by the close of business on Thursday, January 3, 2019.

Therefore, all payroll check changes involving wages paid during calendar year 2018 must be received in our office by close of business Thursday, January 3, 2019.

Thank you for your cooperation.