

State of Rhode Island  
Department of Administration

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

TO: Chief Payroll Officers  
All State Agencies

DATE: August 27, 2019

FROM: Louise M. Sawtelle  
Associate Controller - Operations

SUBJECT: Payroll Sign-Off for FY 2020 Pay Period #5 Ending 8/31/19  
CPO 20-01

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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 3, 2019.**

Payroll accounts can be transmitted on Friday, August 30, 2019 for agencies that have few exceptions.

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