

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: December 4, 2019

FROM: Louise M. Sawtelle
Associate Controller – Operations
Carol Lincoln
Associate Controller - Payroll

SUBJECT: Payroll Sign-Off for FY 2020 Pay Period #13 Ending 12/21/19
CPO 20-04

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, December 23, 2019.**

Payroll accounts can be transmitted on Friday, December 20, 2019 for agencies that have few exceptions.

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