

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: December 9, 2019**

**FROM: Carol Lincoln  
Associate Controller - Payroll**

**SUBJECT: Payroll Check Change Deadline for CY-2019 Wages  
CPO 20-05**

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Since the last payday of calendar year 2019 is Friday, December 27, our office must begin final preparation for producing the 2019 W-2 forms by the close of business on Thursday, January 2, 2020.

Therefore, all payroll check changes involving wages paid during calendar year 2019 must be received in our office by close of business Thursday, January 2, 2020.

Thank you for your cooperation.