

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: December 14, 2020

FROM: Carol Lincoln
Associate Controller - Payroll

SUBJECT: Payroll Check Change Deadline for CY-2020 Wages
CPO 21-06

Since the last payday of calendar year 2020 is Thursday, December 24, Central Payroll must begin final preparation for producing the 2020 W-2 Forms by the close of business on Tuesday January 5, 2021.

Therefore, all payroll check changes involving wages paid during calendar year 2020 must be received in Central Payroll by close of business on Monday January 4, 2021.

Thank you for your cooperation.