

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

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

**DATE: January 14, 2021**

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

**SUBJECT: Payroll Sign-Off for FY 2021 Pay Period #15 Ending 1/16/21  
CPO 21-08**

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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, January 19, 2021.**

Payroll accounts can be transmitted on Friday, January 15, 2021 for agencies that have few exceptions.

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