

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

**Office of Accounts and Control**

**TO:** Chief Payroll Officers  
All Departments and Agencies

**DATE:** September 1, 2010

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT:** Accrued Leave Balances Missing on Pay Checks Dated 9/3/10  
CPO 11-04

---

Due to a programming issue, accrued leave balances will not appear on any checks or direct deposit slips for the check dated 9/3/10. Balances as they normally appear will be listed on checks and direct deposit slips for the check dated 9/17/10.