State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: September 14, 2010

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

SUBJECT: **Schedule for October/November 2010 Payroll**
CPO 11-05

Pay Period#8 Check Date 10/15/10:
"Sign off" on all payrolls must be completed **no later than 12:00 pm on Tuesday, October 12, 2010**. The Time & Attendance System will be available after noon on Thursday, October 7, 2010 for posting. Payroll accounts can be transmitted on Friday, October 8, 2010 for agencies that have few exceptions.

Pay Period#10 Check Date 11/12/10:
"Sign off" on all payrolls must be completed **no later than 12:00 pm on Monday, November 8, 2010**. The Time & Attendance System will be available after noon on Thursday, November 4, 2010 for posting. Payroll accounts can be transmitted on Friday, November 5, 2010 for agencies that have few exceptions.

Pay Period#11 Check Date 11/26/10:
"Sign off" on all payrolls must be completed **no later than 12:00 pm on Monday, November 22, 2010**. The Time & Attendance System will be available after noon on Thursday, November 18, 2010 for posting. Payroll accounts can be transmitted on Friday, November 19, 2010 for agencies that have few exceptions.

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