

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 3, 2010

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

**SUBJECT: Schedule for January/February 2011 Payroll
CPO 11-07**

Pay Period#14 Check Date 1/7/11:

"Sign off" on all payrolls must be completed **no later than 2:00 pm on Tuesday, January 4, 2011**. The Time & Attendance System will be available after noon on Thursday, December 30, 2010 for posting. Payroll accounts can be transmitted on Friday, December 31, 2010 for agencies that have few exceptions.

Pay Period#15 Check Date 1/21/11:

"Sign off" on all payrolls must be completed **no later than 2:00 pm on Tuesday, January 18, 2011**. The Time & Attendance System will be available after noon on Thursday, January 13, 2011 for posting. Payroll accounts can be transmitted on Friday, January 14, 2011 for agencies that have few exceptions. This is also a pay reduction pay period. Therefore, we will not be processing any gross retroactive payments. Add-ons, OT adjustments and stipends will be allowed if received in Central Payroll **prior to noon on Thursday, January 13, 2011**. Please hold any gross retroactive payments for processing until pay period #16 (check date 2/4/11).

Pay Period#17 Check Date 2/18/11:

There is no change to the normal cut-off for payroll processing, however, this is a pay reduction week. Therefore, we will not be processing any gross retroactive payments. Add-ons, OT adjustments and stipends will be allowed if received in Central Payroll **prior to noon on Thursday, February 10, 2011**. Please hold any gross retroactive payments for processing until pay period #18 (check date 3/4/11).

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