

## INTER-OFFICE MEMORANDUM

---

Office of Accounts and Control

TO: Chief Payroll Officers  
All State Agencies

DATE: March 8, 2011

FROM: Louise M. Anderson  
Associate Controller - Operations

SUBJECT: Schedule for March/April/May 2011 Payroll  
CPO 11-14

---

**Pay Period#19 Check Date 3/18/11:**

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, March 10, 2011**. Please hold any gross retroactive payments for processing until pay period #20 (check date 4/1/11).

**Pay Period#21 Check Date 4/15/11:**

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, April 7, 2011**. Please hold any gross retroactive payments for processing until pay period #22 (check date 4/29/11).

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