

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: March 9, 2011

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

**SUBJECT: Cutoff for Processing New Hires
CPO 11-15**

In order for the Central Payroll Office to process all new additions in a timely manner, we are requiring that paperwork reach this office at least two weeks prior to the sign-off date of the pay period for which the first check will be cut.

For example, the sign-off date for FY 2011 pay period 25 is Monday, June 6, 2011; therefore, any additions must be received by the Central Payroll Office no later than Monday, May 23, 2011.

Any late additions will not be processed until the following pay period. However, for individuals that have approved CS-3's or for approved seasonal/intern hires, you may process these as an "add-on" using the following procedure and submitting the proper backup documentation:

1. Add the employee to the posting screen against the proper account for payment of the current pay period only and submit approved personnel documentation to Central Payroll
2. If the employee is owed any hours/dollars from a prior pay period, you may submit and process a "retroactive" form and post this amount in the gross amt column

If you need further assistance with the "add-on" process, please call Nelia Coelho at 222-5635.