

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: August 24, 2011

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

**SUBJECT: Pay Period 5 Processing
CPO 12-01**

In preparation for the possibility of severe weather conditions, we advise all agencies to post as many employee exception hours as possible before the end of business on Friday, August 26, 2011.