

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: October 3, 2011

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Schedule for October/November 2011 Payroll
CPO 12-02

Pay Period#8 Check Date 10/14/11:

“Sign off” on all payrolls must be completed **no later than 12:00 pm on Tuesday, October 11, 2011.** The Time & Attendance System will be available after noon on Thursday, October 6, 2011 for posting. Payroll accounts can be transmitted on Friday, October 7, 2011 for agencies that have few exceptions.

Pay Period#10 Check Date 11/10/11:

“Sign off” on all payrolls must be completed **no later than 12:00 pm on Monday, November 7, 2011.** The Time & Attendance System will be available after noon on Thursday, November 3, 2011 for posting. Payroll accounts can be transmitted on Friday, November 4, 2011 for agencies that have few exceptions.

Pay Period#11 Check Date 11/25/11:

“Sign off” on all payrolls must be completed **no later than 12:00 pm on Monday, November 21, 2011.** The Time & Attendance System will be available after noon on Thursday, November 17, 2011 for posting. Payroll accounts can be transmitted on Friday, November 18, 2011 for agencies that have few exceptions.

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