

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

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

**DATE:** December 8, 2014

**FROM:** Louise Anderson-Sawtelle  
Associate Controller - Operations

**SUBJECT:** Payroll Check Change Deadline for CY-2014 Wages  
CPO 15-07

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Since the last payday of calendar year 2014 is Friday, December 19, our office must begin final preparation for producing the 2014 W-2 forms by the close of business on Friday, January 2, 2015.

Therefore, any and all payroll check changes involving wages paid during calendar year 2014 must be received in our office by close of business Friday, January 2, 2015.

Thank you for your cooperation.