

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

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

**DATE:** January 26, 2015

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

**SUBJECT:** Posting of Hours for Pay Period Ending 1/24/15  
CPO 15-10

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Due to Tuesday's impending storm, it is imperative for agencies complete the posting of payroll for as many accounts as possible on Monday, January 26, 2015. The files will be kept open until 9 PM on Monday night to allow users as much time as needed to complete their postings.

Unfortunately we cannot extend the sign-off deadline into Wednesday, January 28<sup>th</sup> due to banking deadlines. Therefore any accounts not completed and signed off by the normal Tuesday deadline will be processed "as is". Any time not posted for hourly employees, overtime or vacation, personal and sick time will need to be processed in the next pay period.

Thank you for your cooperation.