

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

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

**DATE: August 31, 2015**

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

**SUBJECT: Payroll Sign-Off For FY 2016 Pay Period #5 Ending 9/5/15  
CPO 16-02**

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To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, September 8, 2015.**

Payroll accounts can be transmitted on Friday, September 4, 2015 for agencies that have few exceptions.

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