

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: December 11, 2015

FROM: Louise M. Sawtelle
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For FY 2016 Pay Period #13 Ending 12/26/15
CPO 16-03

Please note that Friday, January 1, 2016 is a State and bank holiday. Therefore, PPE 12/26/15 must be paid on Thursday, December 31, 2105.

To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 12:00 pm on Monday, December 28, 2015.**

Payroll accounts can be transmitted on Thursday, December 24, 2015 for agencies that have few exceptions.

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