

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: September 1, 2016

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

**SUBJECT: Payroll Sign-Off For FY 2017 Pay Period #5 Ending 9/3/16
CPO 17-04**

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 6, 2016.**

Payroll accounts can be transmitted on Friday, September 2, 2016 for agencies that have few exceptions.

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