

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: November 15, 2019

**FROM: Carol Lincoln
Associate Controller - Payroll**

**SUBJECT: Payroll Sign-Off for FY 2020 Pay Period #11 Ending 11/23/19
CPO 20-03**

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, November 25, 2019.**

Payroll accounts can be transmitted on Friday, November 22, 2019 for agencies that have few exceptions.

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