

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

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

**DATE: October 07, 2020**

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

**SUBJECT: Payroll Sign-Off for FY 2021 Pay Period 08 Ending 10.12.2020  
CPO 21-03**

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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, October 13, 2020.**

Payroll accounts can be transmitted on Friday, October 09, 2020 for agencies that have few exceptions.

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