

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 3, 2021

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

**SUBJECT: Payroll Check Change Deadline for CY-2021 Wages
CPO 22-05**

Since the last payday of calendar year 2021 is Friday, December 24, Central Payroll must begin final preparation for producing the 2021 W-2 Forms by the close of business on Wednesday January 5, 2022.

Therefore, all payroll check changes involving wages paid during calendar year 2021 must be received in Central Payroll by close of business on Tuesday January 4, 2022.

Thank you for your cooperation.