

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: June 29, 2022

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

**SUBJECT: Payroll Sign-Off for FY 2023 Pay Period #01 Ending 07/02/22
CPO 22-08**

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, July 5, 2022.**

Payroll accounts can be transmitted on Friday, July 1, 2022 for agencies that have few exceptions.

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