

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

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

**DATE: September 26, 2022**

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

**SUBJECT: Payroll Sign-Off for FY23 Pay Period 08 Ending 10.08.22  
CPO 23-02**

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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 11, 2022.**

Payroll accounts can be transmitted on Friday, October 7, 2022 for agencies that have few exceptions.

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