

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: October 4, 2022

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

**SUBJECT: Payroll Adjustment Forms for FY23 Pay Period #08 Ending 10.08.22
CPO 23-04**

To ensure the timely processing of payroll, all form A-88 Payroll Adjustment Reports (Retros) MUST be received by Central Payroll by NOON TODAY, Tuesday October 4, for them to be included in the processing of Pay Period 08.

Because of the volume of forms currently being received by Central Payroll we cannot make any exceptions.

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