

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

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

**DATE: October 6, 2022**

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

**SUBJECT: A-88 Payroll Adjustment Form (Retro) and A-80 No-Lead Form  
Deadline Update CPO 23-05**

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To ensure the accuracy and timely processing of A-88 Payroll Adjustment Forms (Retros) and A-80 No-Lead Forms the due date for submittal to Central Payroll is being changed.

All A-88 Payroll Adjustment Forms (Retros) and A-80 No-Lead Forms are due **no later than 12:00 pm on the Wednesday prior to payroll week.**

The due dates for the remainder of the calendar year are as follows:

**10.19.22  
11.02.22  
11.16.22  
11.30.22  
12.14.22  
12.28.22**

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