

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: October 21, 2022

FROM: Carol Lincoln
Associate Controller - Payroll

SUBJECT: Deadlines for FY23 Pay Period #10 Ending 11.05.22
CPO 23-06

The week of 11.07.22 to 11.11.22 includes two holidays. Election Day on Tuesday 11.08.22 and Veterans Day on Friday 11.11.22. This will change the deadlines for all payroll processes.

Please follow the schedule below to ensure the timely processing of payrolls for FY23 PP10.

1. Retro/No-Lead Submissions are due **no later than Noon on Tuesday November 1, 2022.**
2. Payroll accounts will be open for processing on **Thursday November 3, 2022.**
3. You are required to "sign off" on all payrolls **no later than 4:00 pm on Friday November 4, 2022.**
4. Any accounts not signed off on by Agencies will be signed off by Central Payroll **at Noon on Monday November 7, 2022.**
5. Paychecks and reports will be available for pick up at Treasury any time after **Noon on Thursday November 10, 2022.**

Payday is Thursday November 10, 2022

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