

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: November 17, 2022

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

**SUBJECT: Payroll Sign-Off for FY2023 Pay Period #11 Ending 11.19.2022
CPO 23-08**

To ensure the timely processing of payrolls during the upcoming Holiday week, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, November 21, 2022.**

Payroll accounts can be transmitted on Friday, November 18, 2022, for agencies that have few exceptions.

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