

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: November 30, 2022

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

**SUBJECT: Payroll Check Change Deadline for CY2022 Wage Corrections
CPO 23-11**

The last payday of calendar year 2022 is Friday December 23 and our office must begin final preparation for producing the 2022 W-2 forms by the close of business on Wednesday January 4, 2023.

Therefore, all payroll check changes involving wages paid during calendar year 2022 must be received in our office by close of business Tuesday January 3, 2023

Your cooperation is greatly appreciated. Thank you.