

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 28, 2022

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

**SUBJECT: Payroll Sign-Off for FY 2023 Pay Period #14 Ending 12/31/2022
CPO 23-12**

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, January 03, 2023.**

Payroll accounts can be transmitted on Friday, December 30, 2022 for agencies that have few exceptions.

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