

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: January 10, 2023

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

**SUBJECT: Payroll Sign-Off for FY23 Pay Period 15 Ending 01.14.2023
CPO 23-13**

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 17, 2023.**

Payroll accounts can be transmitted on Friday, January 13,2023 for agencies that have few exceptions.

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