

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: August 9, 2023

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

**SUBJECT: Payroll Sign-Off for FY24 Pay Period 04 Ending 08.12.23
CPO 24-02**

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Tuesday, August 15, 2023.**

Payroll accounts can be transmitted on Friday, August 4, 2023, for agencies that have few exceptions.

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