

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers **DATE:** December 7, 2023
DEPT: All State Agencies

FROM: Carol Lincoln
DEPT: Associate Controller - Operations

**SUBJECT: Payroll Check Change Deadline for
CY-2023 Wage Corrections**

CPO 24.05

The last payday of calendar year 2023 is Friday December 22 and our office must begin final preparation for producing the 2023 W-2 forms by the close of business on Wednesday January 3, 2024.

Therefore, all payroll check changes involving wages paid during calendar year 2023 must be received in our office by close of business Tuesday January 2, 2024.

Thank you for your cooperation.