

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: December 20, 2023

FROM: Carol Lincoln
Associate Controller - Payroll

SUBJECT: Payroll Sign-Off for FY24 Pay Period #14 Ending 12.30.23
CPO 24-06

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 02, 2024.**

Payroll accounts can be transmitted on Friday, December 29, 2023 for agencies that have few exceptions.

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