

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

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

**DATE: January 11, 2024**

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

**SUBJECT: Payroll Sign-Off for FY24 Pay Period #15 Ending 01.13.24  
CPO 24-08**

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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 016, 2024.**

Payroll accounts can be transmitted on Friday, January 12, 2024 for agencies that have few exceptions.

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