

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: June 4, 2024

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

**SUBJECT: Payroll Sign-Off for FY24 Pay Period #26 Ending 06.15.24
CPO 24-13**

This year Wednesday June 19th is a Holiday for the State of Rhode Island.

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 12:00 pm on Monday, June 17, 2024.**

Payroll accounts can be transmitted on Friday, June 14, 2024 for agencies that have few exceptions.

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