

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: October 22, 2024

**FROM: Carol Lincoln
Associate Controller – Central Payroll**

**SUBJECT: Live Payroll Check and Report pickup for FY25 Pay Period #10 Ending
11.02.24 CPO 25-02**

Tuesday November 5th is a holiday, Election Day. This will have an effect on the distribution on the pickup of live (paper) Payroll Checks and Reports. They will be available for pick any time after 8:30 am Friday, November 8, 2024.

If the pick-up time changes, you will be notified.

Your cooperation is greatly appreciated. Thank you.