

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: October 31, 2024

FROM: Carol Lincoln
Associate Controller – Central Payroll

SUBJECT: Payroll Sign-Off for FY25 Pay Period #09 Ending 11.02.24. CPO 25-03

Tuesday November 5th 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, November 4th, 2024.** **Any account not ‘signed off’ by the Agency at that time will be ‘signed off’ by the Central Payroll Staff.**

Payroll accounts can be transmitted on Friday, November 1, 2024, for agencies that have few exceptions.