

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Payroll Officers                      **DATE:** December 2, 2024  
**DEPT:** All State Agencies

**FROM:** Carol Lincoln  
**DEPT:** Associate Controller - Operations

**SUBJECT: Payroll Check Change Deadline for  
CY24 Wage Corrections CPO 25-05**

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The last payday of calendar year 2024 is Friday December 20 and our office must begin final preparation for producing the 2024 W-2 forms by the close of business on Thursday January 2, 2025.

Therefore, all payroll check changes involving wages paid during calendar year 2024 must be received in our office by close of business Thursday January 2, 2025.

Thank you for your cooperation.