

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: December 11, 2024

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

**SUBJECT: Payroll Updating and Sign-Off for FY25 Pay Period #13 Ending
12.28.24 - CPO 25-06**

With the end of calendar year 2024 fast approaching, I want to remind you of some important dates for the updating and processing of the State payroll.

- 12.23.24 - All updates are due to Central Payroll **by noon.**
- 12.24.24 - Central Payroll completes all updates **by noon.**
All Retros are due by noon.
- 12.30.24 - Agencies are required to 'sign off' on all payrolls **by noon.**
- 12.31.24 - Central Payroll completes all processing **by noon.**
- 01.01.25 - New Years Day – State Holiday
- 01.02.25 - Payroll Mainframe unavailable.
- 01.03.25 - Paychecks available for pickup from Treasury between 8:30 and 4:00. Please contact Treasury prior to your arrival.

Payroll accounts can be transmitted on Friday, December 27, 2024, for agencies that have few exceptions.

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