

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

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

DATE: June 11, 2025

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

**SUBJECT: Payroll Sign-Off for FY25 Pay Period #26 Ending 06.14.25
CPO 25-12**

Thursday, 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 16, 2025.**

Payroll accounts can be transmitted on Friday, June 13, 2025 for agencies that have few exceptions.

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