

State of Rhode Island  
Department of Administration

INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

TO: Chief Payroll Officers  
All State Agencies

DATE: August 7, 2025

FROM: Carol Lincoln  
Associate Controller – Central Payroll

SUBJECT: Payroll Sign-Off for FY26 Pay Period #03 Ending 08.11.25. CPO 26-02

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Monday August 11th 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 Tuesday, August 12, 2025.** **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, August 8, 2025 for agencies that have few exceptions.