



**Peter Franchot**  
*Comptroller*

**Robert J. Murphy**  
*Director*  
*Central Payroll Bureau*

June 26, 2017

## MEMORANDUM

**TO:** All State Agencies  
Payroll Offices

**FROM:** Ben Pittsley  
Supervisor, Payroll Operations

**SUBJECT:** **Advanced Schedule for Contractual Payroll-  
Pay Period Ending June 27, 2017**

This is a reminder that a state holiday occurs on Tuesday, July 4<sup>th</sup>, 2017. Therefore, payroll-processing schedules will be advanced for the pay period ending June 27, 2017. The PTR's will be available for keying on Wednesday, June 21, 2017, after 9:00 a.m. The PTR's may be approved at the agency on Tuesday, June 27, 2017 after 9:00 a.m.

**All PTR'S must be approved no later than 1:00 p.m. on Wednesday, June 28, 2017.**

If you have further questions, you may call any of the payroll operations staff at 410-260-7401.

A copy of this memo is posted on our website along with additional payroll information. Log on to [http://compnet.comp.state.md.us/central\\_payroll\\_bureau](http://compnet.comp.state.md.us/central_payroll_bureau)

cc: CPB Staff