



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

September 28, 2017

MEMORANDUM

TO: All State Agencies
Payroll Offices

FROM: Ben Pittsley
Supervisor, Payroll Operations

SUBJECT: **Advanced Schedule for Contractual Payroll-
Pay Period Ending October 3, 2017**

This is a reminder that a state holiday occurs on Monday, October 9th, 2017. Therefore, payroll-processing schedules will be advanced for the pay period ending October 3rd, 2017. The PTR's will be available for keying on Wednesday, September 27, 2017, after 9:00 a.m. The PTR's may be approved at the agency on Tuesday, October 3, 2017 after 9:00 a.m.

All PTR'S must be approved no later than 1:00 p.m. on Wednesday, October 4th, 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

cc: CPB Staff