



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

November 13, 2017

MEMORANDUM

TO: All State Agencies
Payroll Offices

FROM: Carolyn Kegley
Payroll Supervisor

SUBJECT: **Advanced Schedule for Regular Payroll
Pay Period Ending November 21, 2017**

This is a reminder that due to the upcoming Thanksgiving holiday, Thursday, November 23, 2017 and Friday, November 24, 2017 payroll processing schedules will be advanced for pay period ending November 21, 2017. Please see below for details.

- ETRs will be available for keying on Wednesday, November 15, 2017.
- **All ETRS must be approved no later than 3:00pm Tuesday, November 21, 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://comptroller.marylandtaxes.com/Government_Services/State_Payroll_Services/Payroll_Officers/