



**Peter Franchot**  
*Comptroller*

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

## **MEMORANDUM**

**TO:** All State Agencies  
Payroll Offices

**FROM:** Carolyn Kegley  
Supervisor, Regular Payroll Operations

**DATE:** November 15, 2018

**SUBJECT: Advanced Schedule for Regular Payroll-  
Pay Period Ending November 20, 2018**

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This is a reminder that due to the upcoming Thanksgiving holiday, Thursday, November 22, 2018 and Friday, November 23, 2018 payroll processing schedules will be advanced for pay period ending November 20, 2018. ETRs will be updated and available for posting on Wednesday, November 14, 2018 after 9:00 a.m.

**All ETRs must be approved by Tuesday, November 20, 2018 no later than 3:00 p.m.**

If you have further questions, please contact payroll operations at 410-260-7401.