



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

June 19th, 2018

MEMORANDUM

TO: All State Agencies
Payroll Offices

FROM: Ben Pittsley
Assistant Manager, Payroll Operations

SUBJECT: **Advanced Schedule for Contractual Payroll-
Pay Period Ending June 26th, 2018**

This is a reminder that a state holiday occurs on Wednesday, July 4th, 2018. Therefore, payroll-processing schedules will be advanced for the pay period ending June 26th, 2018. The PTR's will be available for keying on Wednesday, June 20th, 2018, after 9:00 a.m. The PTR's may be approved at the agency on Tuesday, June 26th, 2018 after 9:00 a.m.

All PTR'S must be approved no later than 1:00 p.m. on Wednesday, June 27th, 2018.

Paychecks will be mailed to employee's home address on Monday, July 2nd, 2018. Paychecks are dated Tuesday, July 3rd, 2018 due to the Wednesday, July 4th, 2018 holiday.

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.gov/Government_Services/State_Payroll_Services/Payroll_Officers/

cc: CPB Staff