



**Peter Franchot**  
*Comptroller*

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

January 03, 2018

## MEMORANDUM

**TO:** All State Agencies  
Payroll Offices

**FROM:** Graces Tsimi Molo  
Supervisor, Payroll Operations

**SUBJECT:** **Advanced Schedule for Contractual Payroll-  
Pay Period Ending January 09, 2018**

This is a reminder that a state holiday occurs on Monday, January 15<sup>th</sup>, 2018. Therefore, payroll-processing schedules will be advanced for the pay period ending January 09, 2018. The PTR's will be available for keying on Wednesday, January 03, 2018, after 9:00 a.m. The PTR's may be approved at the agency on Tuesday, January 09<sup>th</sup>, 2018 after 9:00 a.m.

**All PTR'S must be approved no later than 1:00 p.m. on Wednesday, January 10, 2018.**

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/](http://comptroller.marylandtaxes.gov/Government_Services/State_Payroll_Services/Payroll_Officers/)

cc: CPB Staff