



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

MEMORANDUM

TO: All State Agencies
Payroll Offices

FROM: Carolyn Kegley
Payroll Supervisor

DATE: February 5, 2018

**SUBJECT: Advanced Schedule for Regular Payroll-
Pay Period Ending February 13, 2018**

This is a reminder that a state holiday occurs on Monday, February 19, 2018. Therefore, payroll- processing schedules will be advanced for the pay period ending February 13, 2018. ETRs will be updated and available for posting on Wednesday, February 7, 2018 after 9:00 a.m.

All ETRs must be approved by Wednesday, February 14, 2018 no later than 3:00 p.m.

If you have further questions, you may call any of the payroll operations staff at 410-260-7401.