



**Peter Franchot**  
*Comptroller*

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

DATE: August 22, 2018

**MEMORANDUM**

TO: All State Agencies  
Payroll Offices

FROM: Carolyn Kegley  
Supervisor, Regular Payroll Operations

SUBJECT: **Advanced Schedule for Regular Payroll-  
Pay Period Ending August 28, 2018**

This is a reminder that a state holiday occurs on Monday, September 3, 2018. Therefore, payroll processing schedules will be advanced for the pay period ending August 28, 2018. ETRs will be updated and available for posting on Wednesday, August 22, 2018 after 9:00 a.m.

**All ETRs must be approved by Wednesday, August 29, 2018 no later than 3:00 p.m.**

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/)

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

cc: CPB Staff