



Office of the Comptroller
March 16, 2011

W. Martin Morics, C.P.A.
Comptroller

Michael J. Daun
Deputy Comptroller

John M. Egan, C.P.A.
Special Deputy Comptroller

Craig D. Kammholz
Special Deputy Comptroller

Ref: Pay Admin

TO: All Department Heads and Payroll Personnel
FROM: W. Martin Morics, Comptroller 
RE: Holiday Payroll Schedule for Pay Period 8, 2011

With the Good Friday holiday falling during payroll processing week, it is imperative that the schedule for completion of **on-line time entry** listed below is complied with in order to facilitate the processing of payroll for the above period. Due to the holiday, extra efforts are required in order to issue payments on April 28, 2011. Failure to meet deadlines could impact the issuance of these payments. Please review your staffing needs in order to meet this schedule:

2:00pm on Monday, April 18, 2011

All on-line adjustment entries will be complete with manager approvals by 3:00 p.m. on Thursday, April 14, 2011 (no change).

All 112R's are to be delivered to the Comptroller's Office – Payroll Administration no later than noon on Thursday, April 14, 2011, no exceptions. Also, all HR entries must be completed by 4:45 pm on Friday, April 15, 2011.

Inquiry only access in HR will be available at 4:00 p.m., Tuesday, April 19, 2011. Update access will be restored on Thursday, April 21, 2011.

This holiday payroll will take an additional effort on the part of all personnel to meet the required dates. We thank you in advance for your efforts to accomplish this task.

WMM:JN
Pp08sch11
c: David Schnelz
Doug Forbush
Sharon Struble