



Peter Franchot
Comptroller

Dhiren V. Shah
Director
Central Payroll Bureau

MEMORANDUM

TO: All State ETR/PTR Agencies

FROM: Melissa Maglin
Contractual Payroll/Direct Deposit Unit/Special Projects Supervisor

DATE: May 17, 2021

SUBJECT: Advanced Schedule for Contract Payroll – Pay Period Ending May 25th, 2021

Advanced Schedule for Contract Payroll - Pay Period Ending May 25th, 2021

This is a reminder that a state holiday occurs on Monday, May 31st, 2021, (Memorial Day). Therefore, payroll processing schedules will be advanced for the Pay Period Ending May 25th, 2021. The PTRs will be available for keying on Wednesday, May 19th, 2021, after 9:00 a.m. The PTRs may be approved at the agency on Tuesday, May 25th, 2021 after 9:00 a.m.

All PTRs must be approved no later than 1:00 p.m. on Wednesday, May 26th, 2021.

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