



**Peter Franchot**  
*Comptroller*

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*Director*  
*Central Payroll Bureau*

**Advanced Schedule for Contract Payroll-Pay Period Ending December 21st, 2021**

This is a reminder that a state holiday occurs on Friday, December 24th, 2021. Therefore, payroll processing schedules will be advanced for the Pay Period Ending December 21st, 2021. The PTR's will be available for keying on Wednesday, December 15th after 9:00 a.m. The PTR's may be approved at the agency on Tuesday, December 21st after 9:00 a.m.

**All PTR'S must be approved no later than 1:00 p.m. on Wednesday, December 22nd, 2021.**

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