



Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

MEMORANDUM

TO: All State Agencies
Payroll Offices

FROM: Carolyn Kegley
Payroll Supervisor

DATE: February 3, 2017

SUBJECT: **Advanced Schedule for Regular Payroll-
Pay Period Ending February 14, 2017**

This is a reminder that a state holiday occurs on Monday, February 20, 2017. Therefore, payroll-processing schedules will be advanced for the pay period ending February 14, 2017. ETRs will be updated and available for posting on Wednesday, February 8, 2017 after 9:00 a.m.

All ETRs must be approved by Wednesday, February 15, 2017 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://compnet.comp.state.md.us/cpb/>

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