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MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 08-08

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Jan Ramezan   
Human Resources Director

**SUBJECT:** July 4<sup>th</sup> Holiday Payroll

**DATE:** June 6, 2008

In view of Friday, July 4, 2008, being a Federal Reserve Banking holiday, **payday will be moved to Thursday, July 3, 2008.** Payroll close will remain the same, Monday, June 30, 2008, at 6:00 p.m. Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits, and regular payroll checks for this change:

- Direct Deposit for Thursday, July 3, 2008, payday will be transmitted on Tuesday, July 1, 2008, for July 3, 2008, settlement date (check date).
- Payroll checks will be mailed on Thursday, July 3, 2008.

Please inform your respective employees of this information.

JR:BS:cm

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