

## MEMORANDUM

TO: Central Payroll Users

FROM: Central Payroll System Support

DATE: July, 15<sup>th</sup> 2020

SUBJECT: Correction request

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The CPS staff supports over 80 agency, boards and commissions that use the Central Payroll system, during busy times it is very difficult to process the multiple corrections that are asked for in a timely manner. Because of this effective immediately, we will only process corrections that will stop your payroll from happening or have been rejected by the Comptroller, updates that can be adjusted by you on the next pay cycle as an adjustment will not be accepted.

If you have questions about this please contact me.

Thank you,

**Todd Lutz | Manager Payroll/Personnel/Time Keeping Support Teams**

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