

Jeremiah W. (Jay) Nixon
Governor



Doug Nelson
Commissioner

State of Missouri
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Stacy Neal
Director

MEMORANDUM

TO: Agency Payroll and Personnel Officers
FROM: Division of Accounting
DATE: November 5, 2013
RE: November 27, 2013 Payroll

Our SAM II HR processing schedule for November calls for the last payroll of the month to be dated November 29, 2013. However, the Governor, by Executive Order, has closed state offices on this day, **so State Pay Day will be Wednesday, November 27, 2013.**

The timeframe will be very limited to process rejected transactions, so agencies must ensure adequate funding is available to cover gross payroll and employer paid fringes prior to pay cycle running on Wednesday, November 20th. Printed direct deposit advice statements and paper checks will be available after 1 p.m. on Monday, November 25th for distribution to the agencies. Please remember advice statements and paper checks will only be released if funding is sufficient to cover payroll.

The first supplemental cycle for the November 27th pay date is being moved to Monday, November 25th. Agencies will only have until noon on November 25th to submit check requests. Supplemental checks will be available after 1 p.m. on Tuesday, November 26th as long as funding is sufficient to cover payroll.

If you have any questions, please contact Libbie Farrell at (573) 522-5863 or by email at Libbie.farrell@oa.mo.gov.