

JULY 1, 2011 PAY DAY CANNOT BE PAID ON JUNE 30, 2011

For State employees on the HRIS payroll system, it has been a historical practice to actually pay wages on Thursday, the day before the official Friday pay day. However, because the July 1, 2011 pay day has been budgeted in Fiscal Year 2012 (which begins July 1, 2011), the date employees are actually paid must occur on the official pay day and no sooner.

- Employees on direct deposit
You may need to make special arrangements if you have any automatic deductions from your bank account set up for Thursday, June 30, 2011. Your direct deposit funds will be available to your bank on Friday, July 1, 2011.
- Employees receiving a paper warrant
Your payroll warrant will be dated Friday, July 1, 2011 and cannot be distributed to you before then. Your agency payroll office may notify you of any additional changes necessary to your typical payroll distribution.

Please plan appropriately for this one-time change. The usual schedule of making pay warrants and direct deposits available on Thursday will resume on July 14, 2011.