



# CIRCULAR

## STATE OF NEW JERSEY

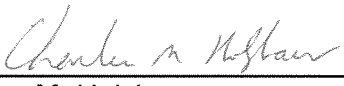
### DEPARTMENT OF THE TREASURY

NO.: 14-09-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET CENTRALIZED PAYROLL	PAGE 1 OF 1
EFFECTIVE DATE: 02/28/14	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 06-04-OMB
SUBJECT: REGULAR AND SUPPLEMENTAL PAYROLL CUT-OFF TIME		
ATTENTION: ALL DEPARTMENT PERSONNEL AND PAYROLL OFFICERS		
FOR INFORMATION CONTACT: ANNE DUNGEE		PHONE: (609) 292-7748

The due date for submission of Regular Payrolls remains at 2:00 p.m. on Monday of a regular pay week. This cut-off also applies to early due dates due to holidays.

The due date for submission of Supplemental Payrolls is now 12:00 pm on Friday of a regular pay week. The due date has been moved up due to the passage of the legislation mandating Direct Deposit. This earlier cut-off is necessary due to the 48 hour banking window needed to process Direct Deposit payments.

Agencies are required to submit their payrolls in accordance with these deadlines on the due dates listed on the OMB, Centralized Payroll Schedule of Pay Periods, Due Dates and Paydays.

  
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Charlene M. Holzbaur  
Director