



MEMORANDUM NO. 2021-20

September 20, 2021

To: Agency Payroll/Personnel Officers
From: Mark E. Bissoni, Statewide Director Active & Pension Payroll Services Division
Date: 9/23/2021
Re: HRMS 2021 Calendar Year-End Deadlines

All check/advice reversals and cash recovery/workers' comp reversals as well as other manual adjustments must be submitted to the OSC Payroll Services Division by noon on Monday, November 1, 2021. All reversals for checks and advices issued after November 4th must be submitted to the OSC Payroll Services Division by noon on Monday, November 29th, 2021. Checks/Advices dated 12/17/2021: Due to time constraints, all corrections will result in the issuance of a W2-C. Any cancelled checks/advice's or balance adjustments received after these dates will result in a W-2c for the employee.

Request for Online checks Note for the Christmas Holiday:

All requests for online checks relating to the checks dated 12/30/2021 must be received by the Comptrollers, Payroll Services Division no later than 11:00 am on 12/30/2021. Online checks that are created after the confirmation of the 12/30/2021 check date will be recorded in the 2022 calendar year in terms of year-to-date balances. If the intention is to record the payment balances under the 2021 calendar year, please initiate the normal W2-C request process.

If you have any questions, please email: osc.payroll@ct.gov

Thank you