

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 26, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-12

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for November 2018

Attached is the calendar detailing the November 2018 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks and transmission of direct deposit payments during this holiday period:

- Reversal requests for November 9, 2018 payday should be sent to OSUP no later than 12:00 p.m. on **Wednesday, November 7, 2018**. Off-cycle will be closed on **Monday, November 12, 2018** and reopen on **Tuesday, November 13, 2018**.
- November 23, 2018 payday direct deposits will be transmitted on **Tuesday, November 20, 2018**, with a November 23, 2018 settlement date.
- Reversal requests for November 23, 2018 payday should be sent to OSUP no later than 12:00 p.m. on **Tuesday, November 20, 2018**. LaGov HCM reversals will be processed on **Wednesday, November 21, 2018** and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Any reversal requests received after 12:00 p.m. on Tuesday, November 20, 2018 for November 23, 2018 payday will not be reversed in LaGov until December 5, 2018.**
- November 23, 2018 payday payroll checks will be mailed by November 21, 2018.

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- Off-cycle will close at 4:00 p.m. on **Wednesday, November 21, 2018**, and OSUP will transmit off-cycle direct deposits and mail off-cycle checks before leaving for the day. Off-cycle will remain closed until Monday, November 26, 2018.
- Requests for reversals for pay periods 25 2018 and prior must be sent to OSUP by December 5, 2018. Requests received after this day will not be processed until after the 2018 W-2s have been completed.

OSUP will issue a future memorandum detailing the holiday processing schedule for December 2018.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:BPB/mgc

Attachment: [November 2018 LaGov HCM Holiday Processing Calendar](#)