

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 03, 2022

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-46

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: 27 Pay Periods in Fiscal Year 2022-23

Fiscal Year 2022-23 contains 27 pay periods instead of the normal 26 periods. 27 pay periods occur in a calendar year or fiscal year every 10 – 12 years. The most recent 27 pay period calendar year was 2020 and fiscal year was 2011-12. When this occurs, employees work and are paid for work performed for 27 full pay periods. This is not an “extra” paycheck. Agency budget and fiscal offices are aware of the 27 pay periods in FY 2022-23, as the additional funding has been included in the FY 2022-23 budget (Act 199).

Agencies who have employees whose salaries are set in statute (e.g. elected officials, district attorneys), will be required to make adjustments to avoid salary overpayments. Refer to Revised Statute 36:10 for salary limits for statewide elected officials. Agencies should be aware of any additional employees whose pay is limited or specifically cited in statute. It is recommended that the annual salary be recalculated to be spread over 27 pay periods. In making this change agencies should copy the basic pay record (IT0008) and enter a begin date of 6/13/2022 and an end date of 6/25/2023. Once saved, the warning message “Record XX/XX/XXXX – 12/31/9999 exists and is split” will appear. Adjustments may also be needed for these employees if they are hired or terminated mid-year to assure they receive the statutory pay for the months actually worked.

Agencies who have contract teachers should also review contracts and determine the impact of the 27th pay period on contract payments. These two categories of employees (statutory and teacher contracts) are the only employees who may require a recalculation of their biweekly pay for FY 2022-23. All other employees will be paid as usual. Agencies should consult their legal counsel for guidance, as necessary.

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If agencies are considering an alternative method to adjust for the 27 pay periods contact the OSUP Benefits and Financial Administration Unit by email at _DOA-OSUP-BFA@la.gov to discuss. Changes must be in place on or before 6/13/2022. Direct questions to the OSUP BFA Unit.

APH:PAR/kme