

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 4, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-51

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2020 ends June 14, 2020 with payroll direct deposits and checks for the June 19, 2020 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2020 payroll transactions will be processed through LaGov HCM for the pay period ending June 14, 2020.

**NOTE: The off-cycle workbench will be locked Wednesday, June 24 at 2:00 p.m. and remain locked until Thursday, July 2, 2020 for the fiscal year end close.**

Off-cycle processing for fiscal year 2020 must be processed through the system by 2:00 p.m. Wednesday, June 24, 2020. Fiscal year 2020 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 24, 2020 in order to be charged to fiscal year 2020. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2021 in AFS.

Agencies planning to issue any lump-sum payment for fiscal year 2020 to an employee with an active child support garnishment should review the ["Employees Receiving Lump-Sum Payments with Active Child Support"](#) procedure on the [OSUP Procedures](#) page of our website and contact the OSUP Garnishment Unit as soon as possible. These payments are subject to delay due to the states' legal mandates.

All J5 rejects in AFS for the June 19, 2020 payday and for off-cycles processed through Wednesday, June 24, 2020 must be corrected (in PEND3 status) by 9:00 a.m. Friday, June 26, 2020 in order to be charged to fiscal year 2020 in AFS.

Payroll processing for the first payday of fiscal year 2021 will take place on Monday, June 29, 2020. Reversal Requests for the July 3, 2020 payday must be submitted to OSUP by 12:00 p.m. on Wednesday, July 1, 2020. Please refer to the [Direct Deposit \(EFT\) Bank Reversal](#) procedure on the [OSUP Procedures](#) page of our website for instructions.

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**Agencies must save an off-cycle on Thursday, July 2, 2020 for any reversal requests processed on Wednesday, July 1, 2020.**

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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APH:KW/par