

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 12, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-49

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 2018 ends June 17, 2018 with payroll direct deposits and checks for the June 22, 2018 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2018 payroll transactions will be processed through LaGov HCM for the pay period ending June 17, 2018.

NOTE: The off-cycle workbench will be locked Wednesday, June 27 at 2:00 p.m. and remain locked until Thursday, July 5, 2018 for the fiscal year end close.

Off-cycle processing for fiscal year 2018 must be processed through the system by 2:00 p.m. Wednesday, June 27, 2018. Fiscal year 2018 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 27, 2018 in order to be charged to fiscal year 2018. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2019 in AFS. **Agencies planning to issue any lump-sum payment for fiscal year 2018 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 webpage 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 22, 2018 payday and for off-cycles processed through Wednesday, June 27, 2018 must be corrected (in PEND3 status) by 9:00 a.m. Friday, June 29, 2018 in order to be charged to fiscal year 2018 in AFS.

Payroll processing for the first payday of fiscal year 2019 will take place on Monday, July 2, 2018. OSUP will only accept reversal requests for complete overpayments and incorrect bank accounts requested prior to 12:00 p.m. Tuesday July 3, 2018 for the July 6, 2018 payday. The agency will not be able to save an off-cycle until July 5, 2018 when the off-cycle workbench reopens.

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 or (225):

Brandy Boyd	342-5354	Jodi Bullock	342-5377
Shaneen Watson	342-5345	Shanna Batiste	342-5344
Kenya Warren	342-5357		

APH:BB/par