

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

October 25, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-15

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November 2021

Attached is the calendar detailing the November 2021 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.

There are no changes to the processing schedule for November due to the timing of the holidays in relation to paydays. Note: off-cycles processed on Wednesday, Nov. 10, 2021 will be released on Friday, Nov. 12, 2021. Off-cycles processed on Wednesday, Nov. 24, 2021 will be released on the next business day after the holiday. OSUP will issue a future memorandum detailing the holiday processing schedule for December 2021.

Direct questions regarding the processing and/or mailing of employees' direct deposits and checks 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:JAB/JAW

Attachment: [November 2021 LaGov HCM Holiday Processing Calendar](#)