

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 15, 2022

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2023-22

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for December 2022

Attached is the calendar detailing the December 2022 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 payroll processing information for December 2022.

- Requests for reversals for pay periods 25 2022 and prior must be sent to OSUP by Dec. 14, 2022 (received by noon). Requests received after this day will not be processed until after the 2022 W-2s have been completed.
- **Off-cycle will close at 4:30 p.m. on Dec. 21, 2022 and will reopen around 9 a.m. on Tuesday, Dec. 27, 2022. Off-cycle will close at 4:30 p.m. and will remain closed until Jan. 3, 2023 due to year-end processing and holidays. Off-cycle is ONLY open on Tuesday of this payroll week.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for Dec. 30, 2022 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website:  
[https://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/Payroll\\_Reports\\_Calendar.pdf](https://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/Payroll_Reports_Calendar.pdf)
- No reversal requests will be accepted for the Dec. 30, 2022 payday except for complete overpayments, which must be received by 4 p.m. on Tuesday, Dec. 27, 2022.

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- Off-cycle will reopen Tuesday, Jan. 3, 2023 and will close at 4:30 p.m. Normal processing will resume on Wednesday, Jan. 4, 2023 after the annual W-2 jobs are complete.

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](#). Direct questions regarding the processing and/or mailing of employees' direct deposits and checks to 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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Attachment: [December 2022 LaGov HCM Holiday Processing Calendar](#)