

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

October 16, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-16

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November 2024

Attached is the calendar detailing the November 2024 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 information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks and transmission of direct deposit payments during this holiday period:

- Nov. 29, 2024 payday direct deposits will be transmitted on **Tuesday, Nov. 26, 2024**, with a Nov. 29, 2024 settlement date.
- Reversal requests for Nov. 29, 2024 payday should be sent to OSUP no later than 12:00 p.m. on **Tuesday, Nov. 26, 2024**. LaGov HCM reversals will be processed on **Wednesday, Nov. 27, 2024** and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Reversal requests received after 12:00 p.m. on Tuesday, Nov. 26, 2024 for Nov. 29, 2024 payday will not be reversed in LaGov until Dec. 11, 2024.**
- Nov. 29, 2024 payday payroll checks will be mailed by Nov. 27, 2024.
- Off-cycle will close at 4:00 p.m. on **Wednesday, Nov. 27, 2024**, and OSUP will transmit off-cycle direct deposits and mail off-cycle checks before leaving for the day. Off-cycle will remain closed until Monday, Dec. 2, 2024.

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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/kme

Attachment: [November 2024 LaGov HCM Holiday Processing Calendar](#)