

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 15, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-22

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2018

Attached is the calendar detailing the December 2018 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:

- Requests for reversals for pay periods 25 2018 and prior must be sent to OSUP by December 5, 2018. Requests received after this day will not be processed until after the 2018 W-2s have been completed.
- **Off-cycle will close at 5:00 p.m. on December 20, 2018 and remain closed until January 2, 2019 due to year-end processing and holidays.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for December 21, 2018 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website: http://www.doa.la.gov/OTS/Human_Resources/hr_reports_chart.pdf.
- OSUP will accept reversal requests only for complete overpayments and incorrect bank accounts on Tuesday, December 18, 2018 and Wednesday, December 19, 2018 (received by 12:00 p.m.) for the December 21, 2018 payday. Reversal requests will be sent to the bank to request funds back and the agency must have an off-cycle correction stored by 5:00 p.m. on Thursday, December 20, 2018.

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- December 31, 2018 is a state holiday and payroll calc Monday. Agencies should review the payroll reports that are available and the [Holiday Payroll Monday Checklist](#) bulletin board article prior to payroll calc to ensure payroll is processed accurately.
- Reversal requests on Wednesday, January 2, 2019 will be accepted until 12:00 p.m. for complete overpayments and incorrect bank accounts only.
- Off cycle will close at 5:00 p.m. on Wednesday, January 2, 2019 and reopen on Thursday, January 3, 2019 after the 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](#). Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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

APH:BPB/kme

Attachment: [December 2018 LaGov HCM Holiday Processing Calendar](#)