

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 22, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-26

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2019

Attached is the calendar detailing the December 2019 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 2019 and prior must be sent to OSUP by December 4, 2019. Requests received after this day will not be processed until after the 2019 W-2s have been completed.
- **Off-cycle will close at 4:30 p.m. on December 19, 2019 and remain closed until January 2, 2020 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 20, 2019 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 on Tuesday, December 17, 2019 and Wednesday, December 18, 2019 (received by 12:00 p.m.) for the December 20, 2019 payday. Reversal requests will be sent to the bank to request funds back and the agency must have an off-cycle correction stored by 4:30 p.m. on Thursday, December 19, 2019.

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- No reversal requests will be accepted for the January 3, 2020 payday.
- Off cycle will re-open Thursday, January 2, 2020 and resume normal processing hours.
- **January 3, 2020 payday direct deposits will be transmitted on Tuesday, December 31, 2019** with a January 3, 2020 settlement date. Payroll checks will be mailed **by** Friday, January 3, 2020.
- Off-cycle will close at 4:30 p.m. on Monday, January 6, 2020 and reopen on Tuesday, January 7, 2020 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/JAW

Attachment: [December 2019 LaGov HCM Holiday Processing Calendar](#)