

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 22, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-22

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2017

Attached is the calendar detailing the December 2017 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 2017 and prior must be sent to OSUP by December 06, 2017. Requests received after this day will not be processed until after the 2017 W-2s have been completed.
- **Off-cycle will close at 5:00 p.m. on December 21, 2017 and remain closed until January 3, 2018 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 22, 2017 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 19, 2017 and Wednesday, December 20, 2017 (received by 12:00 p.m.) for the December 22, 2017 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 21, 2017.

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- January 1, 2018 is a state holiday and payroll calc Monday. Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll is processed accurately.

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
Shanna Batiste	342-5344	Shaneen Watson	342-5345

APH:BPB/mgc

Attachment: [December 2017 LaGov HCM Holiday Processing Calendar](#)