

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

May 29, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-46

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2019 ends June 16, 2019 with payroll direct deposits and checks for the June 21, 2019 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2019 payroll transactions will be processed through LaGov HCM for the pay period ending June 16, 2019.

NOTE: The off-cycle workbench will be locked Wednesday, June 26 at 2:00 p.m. and remain locked until Wednesday, July 3, 2019 for the fiscal year end close.

Off-cycle processing for fiscal year 2019 must be processed through the system by 2:00 p.m. Wednesday, June 26, 2019. Fiscal year 2019 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 26, 2019 in order to be charged to fiscal year 2019. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2020 in AFS.

Agencies planning to issue any lump-sum payment for fiscal year 2019 to an employee with an active child support garnishment should review the "[Employees Receiving Lump-Sum Payments with Active Child Support](#)" procedure on the [OSUP Procedures](#) webpage and contact the OSUP Garnishment Unit as soon as possible. These payments are subject to delay due to the states' legal mandates.

All J5 rejects in AFS for the June 21, 2019 payday and for off-cycles processed through Wednesday, June 26, 2019 must be corrected (in PEND3 status) by 9:00 a.m. Friday, June 28, 2019 in order to be charged to fiscal year 2019 in AFS.

Payroll processing for the first payday of fiscal year 2020 will take place on Monday, July 1, 2019. Reversal Requests for the July 5, 2019 payday must be submitted to OSUP by 12:00 p.m. on Tuesday, July 2, 2019 for complete overpayments only. Agencies must save an off-cycle on Wednesday, July 3, 2019 for any reversal requests processed on Tuesday, July 2, 2019.

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If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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Kenya Warren	342-5357	Shanna Batiste	342-5344
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APH:BB/mgc