

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 10, 2022

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-48

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

FROM: Andrea P. Hubbard
Director

SUBJECT: June/July Holiday and Fiscal Year End Payroll Processing Schedule

Due to the June and July state holidays, Federal Reserve holidays, and the fiscal year end close, it is imperative that payroll for the June 17, 2022 and July 1, 2022 paydays be as accurate as possible. Off-cycle and reversal processing for payroll corrections will be limited during this time as detailed below and on the [attached calendar](#).

The final pay period for fiscal year 2021-22 ends June 12, 2022 with payroll direct deposits and checks for the June 17, 2022 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2021-22 payroll transactions will be processed through LaGov HCM for the pay period ending June 12, 2022.

For the June 17, 2022 payday, agencies may request direct deposit bank reversals following the [Direct Deposit \(EFT\) Bank Reversal](#) procedures until **noon** on June 15, 2022. Reversal requests received after noon will only be approved for complete overpayments.

NOTE: June 17, 2022 has been declared a state holiday, Juneteenth. The off-cycle workbench will be locked Thursday, June 16, 2022 at **4:00 p.m.** in order to process off-cycles and remit payments prior to the June 17, 2022 state holiday and June 20, 2022 Federal Reserve holiday.

The off-cycle workbench will be locked Wednesday, June 22, 2022 at **2:00 p.m.** and remain locked until Wednesday, June 29, 2022 for the fiscal year end close.

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Off-cycle processing for fiscal year 2021-22 must be processed in LaGov HCM by **2:00 p.m.** Wednesday, June 22, 2022. Fiscal year 2021-22 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 22, 2022 in order to be charged to fiscal year 2021-22. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2022-23 in LaGov HCM.

Agencies planning to issue lump-sum payments for fiscal year 2021-22 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](#) page of OSUP's website 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 17, 2022 payday and for off-cycles processed through Wednesday, June 22, 2022 must be corrected (in PEND3 status) by **9:00 a.m.** Friday, June 24, 2022 in order to be charged to fiscal year 2021-22 in AFS.

For the July 1, 2022 payday, agencies may request direct deposit bank reversals following the [Direct Deposit \(EFT\) Bank Reversal](#) procedures until **noon** on Wednesday, June 29, 2022. However, due to the fiscal year end close, reversals and subsequent off-cycles cannot be processed in LaGov HCM until Friday, July 1, 2022. Since Monday, July 4, 2022 is a state holiday and Federal Reserve holiday, the earliest an off-cycle entered on July 1, 2022 would be deposited into an employee's bank account would be Wednesday, July 6, 2022.

Direct questions to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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