

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

June 18, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-51

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 July 4th state holiday, Federal Reserve holidays, and the fiscal year end close, it is imperative that payroll for the June 27, 2025 payday 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](#). As noted on the calendar, June 19, 2025 has been declared a state holiday, Juneteenth.

The final pay period for fiscal year 2024-25 ends June 22, 2025 with payroll direct deposits and checks for the June 27, 2025 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2024-25 payroll transactions will be processed through LaGov HCM for the pay period ending June 22, 2025. Agencies may request direct deposit bank reversals following the [Direct Deposit \(EFT\) Bank Reversal](#) procedures **until noon on June 25, 2025**.

The off-cycle workbench will be locked Monday, June 30, 2025 at **12:00 p.m.** and remain locked until Wednesday, July 2, 2025 for the fiscal year end close. Off-cycle processing for fiscal year 2024-25 must be processed in LaGov HCM by **12:00 p.m.** Monday, June 30, 2025. Fiscal year 2024-25 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 12:00 p.m. June 30, 2025 in order to be charged to fiscal year 2024-25. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2025-26 in LaGov HCM.

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

Jodi Bullock

342.5377

Angela Collins

342.5354

APH:PAR/kme