

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

October 31, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-12

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November 2017

Attached is the calendar detailing the November 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:

- Off-cycle will close at 4:00 p.m. on **Thursday, November 9, 2017**, and OSUP will transmit off-cycle direct deposits and mail off-cycle checks before leaving for the day. Off-cycle will be closed **Friday, November 10, 2017** and reopen **Monday, November 13, 2017**.
- November 24, 2017 payday direct deposits will be transmitted on **Tuesday, November 21, 2017** with a November 24, 2017 settlement date.
- Reversal requests for November 24, 2017 payday should be sent to OSUP no later than 12:00 p.m. on **Tuesday, November 21, 2017**. LaGov HCM reversals will be processed on **Wednesday, November 22, 2017** and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Any reversal requests received after 12:00 p.m. on Tuesday, November 21, 2017 for November 24, 2017 payday will not be reversed in LaGov until December 6, 2017.**
- November 24, 2017 payday payroll checks will be mailed by November 22, 2017.

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- Off-cycle will close at 4:00 p.m. on **Wednesday, November 22, 2017**, and OSUP will transmit off-cycle direct deposits and mail off-cycle checks before leaving for the day. Off-cycle will remain closed until Monday, November 27, 2017.
- 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.

OSUP will issue a future memorandum detailing the holiday processing schedule for December 2017.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. 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](#).

APH:BPB/mgc

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