

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 06, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-25

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November 2019

Attached is the calendar detailing the November 2019 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.

There are no changes to the processing schedule for the month of November due to the timing of the holidays in relation to payday(s). OSUP will issue a future memorandum detailing the holiday processing schedule for December 2019. Note: off-cycles processed on Friday, November 8 and Wednesday, November 27 will be mailed/sent direct deposit on the next business day after the holiday.

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/JAW

Attachment: [November 2019 LaGov HCM Holiday Processing Calendar](#)