

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 30, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-23

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for November 2020

Attached is the calendar detailing the November 2020 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.

The only change to the processing schedule for the month of November is on Friday, November 6, 2020. Due to system maintenance, there will be no off-cycle processing on Friday, November 6, 2020. LaGov will not be available at all on this day. There are no other changes to processing for November. Note: off-cycles processed on Tuesday, November 10<sup>th</sup> will be released on Thursday, November 12, 2020 after the holiday. Off-cycles processed on Wednesday, November 25<sup>th</sup> will be mailed/sent direct deposit on the next business day after the holiday. OSUP will issue a future memorandum detailing the holiday processing schedule for December 2020.

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:KW/JAW

Attachment: [November 2020 LaGov HCM Holiday Processing Calendar](#)