

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 23, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-26

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2021

Attached is the calendar detailing the December 2021 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 payroll processing information for December 2021.

- Requests for reversals for pay periods 25 2021 and prior must be sent to OSUP by Dec. 15, 2021 (received by noon). Requests received after this day will not be processed until after the 2021 W-2s have been completed.
- **Off-cycle will close at 4:30 p.m. on Dec. 22, 2021 and will reopen around 9 a.m. on Tuesday, Dec. 28, 2021. Off-cycle will close at 4:30 p.m. and will remain closed until Jan. 3, 2022 due to year-end processing and holidays. Off-cycle is ONLY open on Tuesday of this payroll week.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for Dec. 31, 2021 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website:
https://www.doa.la.gov/media/p1wdyfq/r/payroll_reports_calendar_updated_6_14_17.doc.
- No reversal requests will be accepted for the Dec. 31, 2021 payday except for complete overpayments, which must be received by 4 p.m. on Tuesday, Dec. 28, 2021.

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- Off-cycle will re-open Monday, Jan. 3, 2022 and will close at 4:30 p.m. Normal processing will resume on Tuesday, Jan. 4, 2022 after the annual W-2 jobs are complete.

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](#). Direct questions regarding the processing and/or mailing of employees' direct deposits and checks to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Jodi Bullock	342.5377	Nakisha Butler	342.5354
Shanna Batiste	342.5344	Kenya Warren	342.5357
Shaneen Watson	342.5345		

APH:JAB/JAW

Attachment: [December 2021 LaGov HCM Holiday Processing Calendar](#)