

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

June 13, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-45

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 state holiday, Federal Reserve holidays, and the fiscal year end close, it is imperative that payroll for the June 28, 2024 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, 2024 has been declared a state holiday, Juneteenth, and the off cycle workbench will be closed this day.

The final pay period for fiscal year 2023-24 ends June 23, 2024 with payroll direct deposits and checks for the June 28, 2024 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2023-24 payroll transactions will be processed through LaGov HCM for the pay period ending June 23, 2024. Agencies may request direct deposit bank reversals following the [Direct Deposit \(EFT\) Bank Reversal](#) procedures until **noon** on June 26, 2024.

The off-cycle workbench will be locked Friday, June 28, 2024 at **2:00 p.m.** and remain locked until Tuesday, July 2, 2024 for the fiscal year end close. Off-cycle processing for fiscal year 2023-24 must be processed in LaGov HCM by **2:00 p.m.** Friday, June 28, 2024. Fiscal year 2023-24 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 2:00 p.m. June 28, 2024 in order to be charged to fiscal year 2023-24. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2024-25 in LaGov HCM.

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

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