

State of Louisiana  
Office of State Uniform Payroll

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November 6, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-24

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for November 2025

Attached is the calendar detailing the November 2025 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:

- Nov. 28, 2025 payday direct deposits will be transmitted on **Tuesday, Nov. 25, 2025**, with a Nov. 28, 2025 settlement date.
- Reversal requests for Nov. 28, 2025 payday should be sent to OSUP no later than 12:00 p.m. on **Tuesday, Nov. 25, 2025**. LaGov HCM reversals will be processed on **Wednesday, Nov. 26, 2025** and agencies must run an off-cycle by 4:00 p.m. in order for employees to be paid by payday. **Reversal requests received after 12:00 p.m. on Tuesday, Nov. 25, 2025 for Nov. 28, 2025 payday will not be reversed in LaGov until Dec. 10, 2025.**
- Nov. 28, 2025 payday payroll checks will be mailed by Nov. 26, 2025.
- Off-cycle will close at 4:00 p.m. on **Wednesday, Nov. 26, 2025**, 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, Dec. 1, 2025.

Direct questions regarding the processing and/or mailing of employees' direct deposits and checks to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov). If you encounter a particular holiday-related scenario that

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you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:AC/par

Attachment: [November 2025 LaGov HCM Holiday Processing Calendar](#)