

State of Louisiana  
Office of State Uniform Payroll

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December 04, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2026-31

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for December 2025

Attached is the calendar detailing the December 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 payroll processing information for December 2025.

- Requests for reversals for pay periods 25 2025 and prior must be sent to OSUP by Dec. 10, 2025 (received by noon).
- Off-cycle will close at 4:30 p.m. on Dec. 17, 2025 and will reopen on Tuesday, Dec. 23, 2025.
- Off-cycle will open on Tuesday, Dec. 23, 2025, after payroll has been balanced, and will close at the normal time of 4:30 p.m. Off-cycle will remain closed until Jan. 7, 2026, due to year-end processing and holidays. **Tuesday, Dec. 23, 2025, will be the only day off-cycle will be open for pay period 26 2025 processing.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for Dec. 26, 2025 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website: [https://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/Payroll\\_Reports\\_Calendar.pdf](https://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/Payroll_Reports_Calendar.pdf). **Additionally, it is imperative for HR to review payroll and process off cycle payments as necessary.**
- **Reversal requests for the Dec. 26, 2025 payday must be received by noon on Tuesday, Dec. 23, 2025 and will only be approved for complete overpayments or special circumstances.**
- Dec. 26, 2025 payday direct deposits will be transmitted on **Tuesday, Dec. 23, 2025**, with a Dec. 26, 2025 settlement date.
- Dec. 26, 2025 payday payroll checks will be mailed on Tuesday, Dec. 23, 2025.

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- Direct Deposits for Dec. 23, 2025 off-cycles will be transmitted on Dec. 23, 2025. Off-cycle checks saved on Dec. 23, 2025 will be mailed on Dec. 23, 2025.
- If an off-cycle is needed on **Monday, Dec. 29, 2025**, agencies should submit a LaGov HCM help desk ticket. Requests will be reviewed by OSUP and approved on a case-by-case basis.
- **Off-cycle will reopen Wednesday, Jan. 7, 2026** and normal processing will resume.

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](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Angela Collins 342.5354

Kimberly Edmond 342.5344

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APH:AC/rl

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