

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 13, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2023-41

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 June and July state holidays, Federal Reserve holidays, and the fiscal year end close, it is imperative that payroll for the June 30, 2023 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](#).

June 16, 2023 has been declared a state holiday, Juneteenth. Payroll checks and direct deposits for the June 16, 2023 payday will be distributed in the normal time-frame. The off-cycle workbench will be locked Thursday, June 15, 2023 at **4:00 p.m.** in order to process off-cycles and remit payments prior to the June 16, 2023 state holiday and June 19, 2023 Federal Reserve holiday.

The final pay period for fiscal year 2022-23 ends June 25, 2023 with payroll direct deposits and checks for the June 30, 2023 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2022-23 payroll transactions will be processed through LaGov HCM for the pay period ending June 25, 2023. Agencies may request direct deposit bank reversals following the [Direct Deposit \(EFT\) Bank Reversal](#) procedures until **noon** on June 28, 2023. Reversal requests received after noon will only be approved for complete overpayments.

The off-cycle workbench will be locked Friday, June 30, 2023 at **2:00 p.m.** and remain locked until Wednesday, July 5, 2023 for the fiscal year end close and the July 3<sup>rd</sup> (declared holiday) and July 4<sup>th</sup> holiday. Off-cycle processing for fiscal year 2022-23 must be processed in LaGov HCM by **2:00 p.m.** Friday, June 30, 2023. Fiscal year 2022-23 payments that have been reversed in LaGov HCM by OSUP, per the agency's

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request, must have an off-cycle correction run and saved by 2:00 p.m. June 30, 2023 in order to be charged to fiscal year 2022-23. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2023-24 in LaGov HCM.

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

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