

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 14, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-21

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Holiday Processing for December 2023

Attached is the calendar detailing the December 2023 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 2023.

- Requests for reversals for pay periods 25 2023 and prior must be sent to OSUP by Dec. 13, 2023 (received by noon). Requests received after this day will not be processed until after the 2023 W-2s have been completed.
- **Off-cycle will close at 4:30 p.m. on Dec. 20, 2023 and will reopen on Wednesday, Dec. 27, 2023. Off-cycle will close at 4:30 p.m. and will remain closed until Jan. 3, 2024 due to year-end processing and holidays. Off-cycle is ONLY open on Wednesday of this payroll week.**
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for Dec. 29, 2023 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)
- No reversal requests will be accepted for the Dec. 29, 2023 payday except for complete overpayments, which must be received by 12:00 p.m. on Wednesday, Dec. 27, 2023.

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- Off-cycle will reopen Wednesday, Jan. 3, 2024 and will close at 4:30 p.m. Normal processing will resume on Thursday, Jan. 4, 2024 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](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Jodi Bullock

342.5377

Shaneen Watson

342.5345

Angela Collins

342.5354

APH:PAR/kme

Attachment: [December 2023 LaGov HCM Holiday Processing Calendar](#)