

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 03, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-49

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2021 ends June 13, 2021 with payroll direct deposits and checks for the June 18, 2021 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2021 payroll transactions will be processed through LaGov HCM for the pay period ending June 13, 2021.

**NOTE: The off-cycle workbench will be locked Wednesday, June 23 at 2:00 p.m. and remain locked until Wednesday, June 30, 2021 for the fiscal year end close.**

Off-cycle processing for fiscal year 2021 must be processed through the system by 2:00 p.m. Wednesday, June 23, 2021. Fiscal year 2021 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 23, 2021 in order to be charged to fiscal year 2021. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2022 in LaGov.

Agencies planning to issue lump-sum payments for fiscal year 2021 to an employee with an active child support garnishment should review the [Employees Receiving Lump-Sum Payments with Active Child Support](#) procedure on the [OSUP Procedures](#) page of OSUP's website and contact the OSUP Garnishment Unit as soon as possible. These payments are subject to delay due to the states' legal mandates.

All J5 rejects in AFS for the June 18, 2021 payday and for off-cycles processed through Wednesday, June 23, 2021 must be corrected (in PEND3 status) by 9:00 a.m. Friday, June 25, 2021 in order to be charged to fiscal year 2021 in AFS.

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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APH:KW/JAW