

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 20, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-26

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for December 2020

Attached is the calendar detailing the December 2020 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:

- Requests for reversals for pay periods 26 2020 and prior must be sent to OSUP by December 16, 2020 (received by 12:00 p.m.). Requests received after this day will not be processed until after the 2020 W-2s have been completed.
- **Off-cycle will close at 4:30 p.m. on December 23, 2020 and will reopen around 9:00 a.m. on Tuesday, December 29, 2020. Off-cycle will close at 4:30 p.m. and will remain closed until January 4, 2021 due to year-end processing and holidays. Off-cycle is ONLY open on Tuesday of this payroll week.**
- Since January 1, 2021 is a Federal Reserve banking holiday, payday has been changed to Thursday, December 31, 2020.
- Agencies should review the payroll reports that are available prior to payroll calc to ensure payroll for December 31, 2020 is processed as accurately as possible. The payroll reports calendar can be accessed at the following website: http://www.doa.la.gov/OTS/Human_Resources/hr_reports_chart.pdf.

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- **December 31, 2020 payday direct deposits will be transmitted on Tuesday, December 29, 2020** with a December 31, 2020 settlement date. Payroll checks will be mailed **by** Thursday, December 31, 2020.
- No reversal requests will be accepted for the December 31, 2020 payday except for complete overpayments, which must be received by 12:00 p.m. on Tuesday, December 29, 2020.
- All off-cycles for the December 31, 2020 payday that are processed on Tuesday, December 29, 2020 must be dated Thursday, December 31, 2020.
- Off-cycle will re-open Monday, January 4, 2021 and will close at 4:30 p.m. Normal processing will resume on Tuesday, January 5, 2021 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](#). Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Kenya Warren	342-5357	Suezett Blanton	342-5354
Shanna Batiste	342-5344	Jodi Bullock	342-5377
Shaneen Watson	342-5345		

APH:KW/JAW

Attachment: [December 2020 LaGov HCM Holiday Processing Calendar](#)