



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

November 5, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-14

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2004

Attached are calendars depicting November and December 2004 processing schedules for ISIS HR. It is imperative to note which holidays are on the ISIS Holiday calendar and which are not. Remember, holidays that do not appear on the ISIS Holiday calendar are not processed automatically.

November 26, 2004 and December 24, 2004 paydays are state holidays, but are **not** Federal Reserve Banking holidays; therefore, payday will not change for these holidays. Most financial institutions will be open on these state holidays; however some financial institutions, particularly credit unions, may observe these non-Federal Reserve Banking holidays. OSUP cannot guarantee that those financial institutions that observe non-Federal Reserve Banking holidays will make funds available to employees with direct deposits on the payday/holiday. In fact, some of those institutions may not make the funds available until the Monday after payday.

Agencies should notify all employees that the pay date will not change for holidays that are not Federal Reserve Banking holidays. Each employee is responsible for contacting his/her financial institution to learn it's respective policy on the availability of funds on payday holidays. After contacting his/her financial institution, each employee should evaluate his or her available alternatives. For some employees, contacting management at the financial institution, changing financial institutions, or changing due dates on pending payment obligations may be options.

Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits, and regular payroll checks during these holiday periods:

- Anytime there is an early off-cycle close, OSUP will process and mail all employee's direct deposits and checks that day. Example: November 10th - employee off-cycle, direct deposits and checks will be processed and mailed before OSUP leaves for the day on November 10th.
- **November 12, 2004 payday direct deposits will be transmitted on November 9th** for November 12th settlement date (check date). Payroll checks will be mailed on November 12th.

November 5, 2004

Page 2

- **November 26, 2004 payday direct deposits will be transmitted on November 23rd** for November 26th settlement date (check date). Payroll checks will be mailed by November 26th.
- December 24, 2004 payday will be processed as normal. Direct deposits will be transmitted December 22nd for December 24th settlement date (check date). Payroll checks will be mailed by December 24th.
- Off-cycle closes December 28th at 5:00 p.m. and will remain closed for agencies until Wednesday, January 5, 2005.

If OSUP determines a great need for off-cycles to be processed on Monday, January 3, 2005, off-cycle will be opened for agencies. Agencies will be notified via email through the ISIS HR listserv.

Any questions on the processing and mailing of employees' direct deposits and/or checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please direct these calls to the ISIS HR Help Desk at (225) 342-2677.

JWC:ACV:kmb

Attachments: [ISIS HR Holiday Processing Calendars](#)

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2 Election Day (<i>NOT on ISIS Holiday calendar</i>) Off-cycle unavailable	3	4	5	6
7	8 Off-cycle unavailable	9 Off-cycle unavailable ACH file transmission	10 Off-cycle closes @ 3:00 p.m.	11 Veteran's Day (<i>on ISIS Holiday calendar</i>) Off-cycle unavailable	12 PAYDAY	13
14	15	16	17	18	19	20
21	22 Off-cycle unavailable	23 Off-cycle unavailable ACH file transmission	24 Off-cycle closes @ 2:00 p.m.	25 Thanksgiving Day (<i>on ISIS Holiday calendar</i>) Off-cycle unavailable	26 PAYDAY Acadian Day Declared (<i>NOT on ISIS holiday calendar</i>) Off-cycle unavailable	27
28	29	30				

2004

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6 Off-cycle unavailable	7 Off-cycle unavailable	8	9	10 PAYDAY	11
12	13	14	15	16	17	18
19	20 Off-cycle unavailable	21 Off-cycle unavailable	22	23 Off-cycle closes @ 11:00 a.m.	24 PAYDAY Christmas Holiday (on ISIS Holiday calendar) Off-cycle unavailable	25 Off-cycle unavailable
26 Off-cycle unavailable	27 Declared Holiday (<i>NOT</i> on ISIS holiday calendar) Off-cycle unavailable	28 Off-cycle closes @ 5:00 p.m. & <u>will</u> <u>remain closed for</u> <u>agencies until</u> <u>Wed. 1/5/05</u>	29 Off-cycle unavailable	30 Off-cycle unavailable	31 New Year's Holiday (On ISIS Holiday calendar) Off-cycle unavailable	1 January 2005 Off-cycle unavailable
2 January 2005 Off-cycle unavailable	3 January 2005 Off-cycle unavailable	4 January 2005 Off-cycle unavailable	5 January 2005 Off-cycle available to agencies	6 January 2005	7 January 2005 PAYDAY	8 January 2005

2004