



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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October 27, 2006

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2007-14

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2006

Attached are calendars detailing November and December 2006 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 10, 2006 and November 24, 2006 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. Some of those institutions may not make the funds available until the Monday after payday.

To reduce the phone calls from employees, please notify all employees of the information above.

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

- November 8, 2006 off-cycle direct deposits will be transmitted on Thursday, November 9, 2006. Funds should be available to employees **by** Tuesday, November 14, 2006. Off-cycle checks will be mailed Thursday, November 9, 2006.
- Off-cycle closes at 3:00 p.m. on Thursday, November 9th, and OSUP will process employee direct deposits and mail all employee checks that day. Off-cycle will remain closed until the morning of Monday, November 13, 2006.

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- Off-cycle closes at 2:00 p.m. on Wednesday, November 22nd, and OSUP will process employee direct deposits and mail all employee checks that day. Off-cycle will remain closed until the morning of Monday, November 27, 2006.
- **November 24, 2006 payday direct deposits will be transmitted on November 21st** for November 24th settlement date (check date). Payroll checks will be mailed **by** November 24th.
- Off-cycle closes at **12:00 noon** on Friday, December 22nd, and OSUP will process employee direct deposits and mail all employee checks that day. **Off-cycle will remain closed for agencies until the morning of Wednesday, January 3, 2007**; therefore, payroll should be audited and off-cycles processed as soon as possible.

Any questions on the processing and/or mailing of employees' direct deposits and 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

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

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December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2 Off-cycle unavailable
3 Off-cycle unavailable	4 Off-cycle unavailable	5 Off-cycle unavailable	6	7	8 PAYDAY	9 Off-cycle unavailable
10 Off-cycle unavailable	11	12	13	14	15	16 Off-cycle unavailable
17 Off-cycle unavailable	18 Off-cycle unavailable	19 Off-cycle unavailable	20	21	22 PAYDAY Off-cycle closes @ 12:00 noon & <u>will remain closed</u> until Wed 1/3/07	23 Off-cycle unavailable
24 Off-cycle unavailable	25 Christmas Holiday (on ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	26 Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	27 Off-cycle unavailable	28 Off-cycle unavailable	29 Off-cycle unavailable	30 Off-cycle unavailable
31 Off-cycle unavailable	1 January 2007 New Year's Holiday (On ISIS Holiday calendar) Off-cycle unavailable Fed Reserve Holiday	2 January 2007 Declared Holiday (NOT on ISIS holiday calendar) Off-cycle unavailable	3 January 2007 Off-cycle available to agencies	4 January 2007	5 January 2007 PAYDAY	6 January 2006 Off-cycle unavailable

2006